

POST OFFICE
CIRCULAR
1917.

NATIONAL HEALTH INSURANCE—(continued).

Record Cards for 1917, in respect of insured Post Office Servants in England and Wales who have chosen to receive their Medical Benefit through the Post Office Medical System.

With reference to the notice in the Post Office Circular of the 19th December, Postmasters and other officers concerned in England and Wales are notified that the National Health Insurance Commissioners have decided that the use of the Record Cards by doctors shall be suspended during the year 1917. Postmasters in districts where the Post Office Medical System has been approved by the local Insurance Committee should inform Medical Officers accordingly. It will of course be unnecessary to take any further steps in regard to supplying Medical Officers or Itinerants with fresh cards, but the instructions as regards the treatment of the cards for 1916 are not affected.

Awards for Suggestions.

A "List of Awards" is issued with this number of the Circular. It should be brought to the notice of all concerned.

Sub-Offices—Change of Address.

The address of the undermentioned Sub-Offices has been changed:—

FROM	TO	Character of Office.
Athboy, Kells	Athboy, Co. Meath	M.T.
Kildalkey, Kells	Kildalkey, Athboy, Co. Meath.....	—

The address of the undermentioned Sub-Office will be changed as from the 8th January, 1917:—

FROM	TO	Character of Office.
Gretna, Carlisle	Gretna, Dumfriesshire	T Ex. M.T. nS.

Special instructions will be issued with regard to the circulation.

The address of the undermentioned Sub-Office has been changed:—

FROM	TO	Character of Office.
Greenore, Newry.....	Greenore, Co. Louth.....	M.T.

Day Mail (English Night Mail) correspondence should circulate to the Dublin and Belfast T.P.O. Down. The circulation by all other Mails will remain unchanged.

Sub-Offices—Change of Control.

On the 1st instant the undermentioned Sub-Offices were transferred from the control of the Postmaster of Watford to that of the Postmaster of Harrow:—

Pinner, S.O. (S), Middlesex.
Eastcote, S.O., Pinner, S.O., Middlesex.
Northwood, S.O. (S), Middlesex.
Church Road, T.S.O., Northwood, S.O., Middlesex.

The postal address will remain unaltered, and there will be no change in the circulation.

Sub-Office—Change of Designation.

North Coker, Yeovil.—The name of this Office has been changed to **East Coker.**

Circulation of Letters, &c., for Lundy Island.

In future the circulation of letters and parcels for Lundy Island should be to Ilfracombe by all Mails.

Army Letter Office—Changes of Address.

The Army Letter Office No. 2 has been transferred from Mount Pleasant to the Home Depot, Regent's Park, and direct bags for that Office should in future be labelled:—

A.L.O. No. 2,
Regent's Park, N.W.

All Offices which make up direct bags for a London Office by Night mail should also make up a direct bag for A.L.O. 2 by that despatch when the number of letters, &c., warrants it, and withhold for inclusion in it any correspondence which would not reach the Foreign Section by 6 p.m. The circulation at other times and from other offices should be as at present on the **Foreign Section**.

A Dominions Army Letter Office has been established at Mount Pleasant serving the Australian, Canadian, and New Zealand Base Army Post Offices located there, and where there is sufficient correspondence (excluding parcels) for these Colonial Contingents serving with the Expeditionary Forces, enclosure bags with the **Inland Section** despatches should be made up and labelled:—

Dominions Army Letter Office (Short title D.A.L.O.), viâ Inland Section.

Labelled bundles should be made up for the different Dominions Army Base Post Offices, when justified, and placed in the D.A.L.O. bag. When enclosure bags are not made up, the ordinary correspondence for the Dominions Army Letter Office should be made up, if practicable, in a bundle and sent viâ the Foreign Section.

All registered letters for A.L.O. 2 and the D.A.L.O. should continue to circulate to the Foreign Section as now.

A special bundle label (yellow) and a bag label (yellow) are being printed for the Dominions Army Letter Office.

Post Office Guide Supplements.—Return of Unsold Copies.

The unsold copies of the October Supplement to the Post Office Guide remaining in the hands of Sub-Postmasters should at once be returned by them to their respective Head Postmasters who should send the copies, together with those remaining at their own Offices, to the Post Office Stores Department, Studd Street Depot, London, N., Aldborough House Depot, Dublin, or Russell Road Depot, Edinburgh, as the case may be.

A form of advice and claim has been sent to each Postmaster in the United Kingdom and to each Branch Office in London.

The Supplements should be securely packed before being despatched, **and the Office from which they have been sent should be clearly indicated inside the parcel.** Each consignment should be entered in the space provided for express letters, &c., in the Letter Bill that accompanies the Mail by which it is despatched.

Unsold copies should be returned to London, Dublin or Edinburgh, not later than the 15th of January. They must in all cases be returned in proper saleable condition and without being used, or their value will not be allowed.

Out of date Official copies of the Supplement must not be returned to the Post Office Stores Department, but should be disposed of as waste paper.

The April (1916) complete Guide will remain on sale and copies should not be sent in as unsold until April, 1917. When stocks become exhausted Head Postmasters should requisition fresh supplies in the usual way on form Postmasters No. 63.

Counter Officers should draw attention to both the Guide and the Supplement when application is made for either of them at the counter.

Surcharged Packets.

Special attention is again called to the rule that all surcharged packets other than parcels must be tied up with the letter bill. Failure to observe this rule involves a risk that the surcharged packets may pass unnoticed at the delivering office and may be delivered without collection of the charges due. Any failure that comes under notice should be reported on form Postmasters 29a.

It is strictly forbidden to tender for delivery any packet marked for surcharge unless it bears Postage Due labels to the amount of the surcharge. Any such packet must be handed over to the proper officer for the labels to be affixed, even if this entails delay in delivery.

FOREIGN AND COLONIAL MAILS.

Parcels for H.M. Ships—Senders' Name and Address to be shown on Covers.

Notwithstanding the notices which appeared in the Post Office Circulars of the 1st of August and the 14th of November last, serious inconvenience is still being caused by the irregular acceptance for transmission to H.M. Ships of parcels which do not bear on the cover the sender's name and address. **Parcels which do not comply with this regulation must be refused.**

Parcel Post to Greece.

Parcels can now be accepted for transmission to the Island of Naxos, in addition to Salonika and the Islands specified in the notice, under the above heading, in the Post Office Circular of the 19th ultimo.

No information to be given to the Public as to date or route of despatch.

It has been decided that for the future no information shall be given by the Post Office which would disclose the port or date of departure or arrival of any ship; and in accordance with that decision the publication of the Daily List has been suspended.

Persons who enquire as to the date of despatch of mails should be told that no information can be given beyond that shown in the January supplement to the Guide, which is purely provisional and is subject to alteration without notice; persons who enquire whether they may still superscribe their letters, &c., for despatch by a particular line or route should be informed that they may, and that such superscriptions will be observed so far as possible, though no undertaking can be given.

Enquiries of this kind, whether oral or written, should not be referred to the Secretary unless the applicant still presses for information after receiving the replies indicated above.

MONEY ORDERS.

Free Money Orders for payment of Entertainments Tax.

Subject to the conditions stated in No. 54 (a) of the Rules for Money Order Business, Money Orders payable to the Commissioners of Customs and Excise may in future be issued to the public free of poundage for the payment of Entertainments Tax. In place of the usual "Notice to pay," every applicant for such an order must produce a form supplied to him by the Collector, Entertainments Tax Branch, Custom House, London, showing the amount to be remitted in payment of the Tax and bearing a printed note that the Order may be issued free of poundage.

A Correction Slip embodying the necessary addition to the list in Rule No. 54 (a) will be issued in due course.

Alphabetical List of Money Order Offices in British Colonies and Foreign Countries.

A Correction Slip to the Alphabetical List of Money Order Offices in British Colonies and Foreign Countries was issued with last week's Circular. Copies of the List should be amended accordingly.

FOREIGN AND COLONIAL MONEY ORDER SERVICE.

With this Circular is issued a Statement showing the rate of Conversion per £1 sterling in the Money Order Service with certain countries. The Statement supersedes the Statement issued with the Post Office Circular of 18th of July last.

Further alterations in the rates will be notified from time to time.

INLAND BOOK RATE.

Manuscript Additions to Printed Circulars.

Particulars such as are allowed by the conditions specified in the Schedule at page 12 of the Post Office Guide are more conveniently and properly added by insertion in blanks in a printed circular. But insertion by means of a handwritten line or lines on the printed circular is not by itself a sufficient reason for surcharge at Letter Rate.

For example, a printed report of a Needlework Guild sent to subscribers as a circular at Book Rate with the messages "Please send your work to Miss Smith by November 3rd" and "Mrs. Jones is at home to members of the Guild and their friends on November 9th" written across the top of the page should not be surcharged.

Window Bills.

With reference to the notice in the Post Office Circular No. 2297 of the 30th May last (page 222) it should be noted that printed notices intended to be used for advertising purposes as window bills or hand bills, or intended for exhibition on hoardings to be read by the public, are regarded as "printed matter" within the meaning of the regulations, and are therefore admissible at the Book Rate.

Rules for Head Post Offices (Part II.).

A Correction Slip (No. 13) to the Rules for Head Post Offices (Part II.) is issued with this Circular. Copies of the book should be amended accordingly, the officer responsible making the necessary entries in and initialling the table at the beginning of the book.

Newspapers, Clubs, &c.

The following alterations should be made in the List:—

Enter Gas Journal (11, Bolt Court, Fleet Street, E.C.).

Alter (*Carlisle*) Cumberland Evening Mail to (*Carlisle*) Cumberland Carlisle Evening Mail, &c.

" Cumberland Evening Mail (*Carlisle*) to Cumberland Carlisle Evening Mail, &c. (*Carlisle*).

Erase Journal of Gas Lighting and Water Supply (11, Bolt Court, E.C.).

Alter address of London Gazette to 1, Imperial House, Kingsway, W.C.

TELEGRAPHS.

NOTE.—(*) To be entered in the Telegraph Circulation Book.

(†) " " Index of Codes.

Alterations in the Telegraph Circulation Book and the Index of Codes as regards Offices already open.

*Page 2. ALEXANDRIA should appear as "ALEXANDRIA (*Dumbartonshire*)."

* " 2. *Altcar R.S. (Ches. Lines)*. Office closed. Delete entry.

* " 21. CORK. Delete Manchester as a Transmitting Office.

* " 28. East Coker. The Transmitting Office should appear as Yeovil.

* " 59. North Coker. Name changed to "East Coker." Delete entry.

† — (Code EAQ). Enter "East Coker."

† — (Code MOU). Murrayfield should now appear as "EDINBURGH, *Murrayfield*."

† — (Code NFJ). North Coker. Delete entry.

Post Office Guide (April issue).

ALTERATION.

ALEXANDRIA, DUMBARTONSHIRE. Telegraphic address should be shown as "Alexandria, Dumbartonshire, T" in 3rd column.

Post Office Guide (Supplement).

ADDITIONS AND ALTERATIONS TO THE LIST AT PAGES 17 TO 82.

Note.—The alterations notified in the Circulars of the 12th and 26th December for the correction of the October Supplement should now be carried into the January edition of the Supplement.

Boroughmuirhead, Edinburgh.

BOURNEMOUTH.

EDINBURGH, *Boroughmuirhead.*

Commercial Street B.O.

Hope Street B.O.

Leven Street.

Marchmont Road.

Newington B.O.

} Hours at these offices now 9 a.m. to 7 p.m.

Newington B.O., Edinburgh.

Portobello, Mid Lothian.

JERSEY (ST. HELIERS). Hours are now 9 a.m. to 7 p.m. weekdays; 8.30 a.m. to 10 a.m. Sundays.

Marlborough-Lines, Aldershot. Alter 3rd column to read 8.30 a.m. to 8 p.m.

Enter:—*Murrayfield, Edinburgh* | TExMT | †*Murrayfield.*

Alterations at Offices not in Guide or Circulation Book.

Southport (Lord Street) R.S. (Ches. Lines) }
Stamford R.S. (Mid.) } have been closed for public telegraph business.

OLD AGE PENSIONS.**Additional Allowances.**

Some **Old Age Pension** Orders of the 1s. denomination will be found to bear an india-rubber stamp impression "Additional Allowance," and they may also bear "Additional Allowance" Labels.

These Orders when presented should be paid under the usual conditions. The amounts of the **Orders** (exclusive of the labels) should be claimed in the usual way. The amount of the "Additional Allowance" **Labels**, if any, should be included in the separate item at the foot of the docket.

PRISONERS OF WAR ABROAD.

(1.) **Prohibited articles contained in parcels.**—Many parcels addressed to the care of Associations are found to contain prohibited articles, chiefly food. A counter clerk is not of course required before accepting a parcel addressed to the care of an Association to satisfy himself that it does not contain any prohibited articles, but in future he should as far as possible draw the attention of the sender to the fact that the despatch of certain articles is prohibited, as indicated in Form Postmasters No. 559. A copy of the Form should be offered to every member of the public who posts a parcel for a Prisoner of War.

(2.) **Parcels not bearing sender's name and address.**—Many parcels for Prisoners of War which do not bear the sender's name and address are being accepted at Post Offices. The attention of all counter officers is drawn to the rule that such parcels must be refused (Special Instructions, M. 19 and 20).

WAR DEPARTMENT WOOL PURCHASE, 1916.

Head Postmasters will shortly receive consignments of posters on the above subject from the District Executive Officers of the War Department.

These posters should be exhibited at Head and Branch Post Offices and copies should also be sent by Postmasters to all Sub-Offices under their control.

Sub-Offices—Change of Address.

The address of the undermentioned Sub-Office has been changed:—

FROM	TO
Ballinvonear Camp, Buttevant, Co. Cork.....	Ballinvonear Camp, Co. Cork

Direct Bags for this Office are made up in the Holyhead and Kingstown Packet (Day and Night Mail), and where necessary the circulation should be adjusted accordingly.

The address of the undermentioned Sub-Office has been changed:—

FROM	TO	Character of Office.
Newport, Co. Tipperary.....	Newport, Castleconnell, Co. Limerick....	M.T.

The circulation should in future be as for Castleconnell by all Mails.

Temporary Branch Offices at Camps.

Cooden Camp B.O., Bexhill-on-Sea.—A temporary branch office has been opened at this Camp. Telegraph, Telephone, Money Order and Savings Bank business is transacted.

The hours of attendance are 8.30 a.m. to 12.30 p.m. and 3.30 p.m. to 6.30 p.m., Weekdays; 8.30 a.m. to 10 a.m., Sundays.

Letters and telegrams should circulate via Bexhill-on-Sea.

Post Office Guide.—Alterations and Additions.

Page 200.—*Under* Bradford *delete* Morley Street.

" 271.—*Insert* Elisabethville, Birtley, Co. Durham | M | .

" 335.—Kingskettle, Ladybank. *Delete* T, *insert* t.

" 346.—*Under* Leicester, *delete* Francis Street.

" 376.—*Under* Merthyr Tydvil, *delete* Twynyrodyn.

" 386.—Musbury, Axminster. *Delete* M.

" 424.—Rathowen, Co. Westmeath. *Amend to read* Rathowen, Edgeworthstown, Co. Longford.

" 494.—Waterbeck, Ecclefechan. *Delete* M.

" 629.—Streatham High Road (314). *Amend to read* Streatham High Road (328).

Form Postmasters No. 260.—Regulations respecting Limited Competitions for Appointment as Male Learner and Male Sorting Clerk and Telegraphist (Provinces).

The regulations respecting these competitions have been amended, and copies of the revised form will be distributed by the Controller of Stores in due course. As soon as the supply of the new print is available copies of the old print should be treated as waste.

FOREIGN AND COLONIAL MAILS.

Post Office Guide—January Supplement.

The following corrections, some of which have been notified in recent Circulars, should be made in working copies of the January Supplement to the Post Office Guide:—

Page 8. The paragraph under the heading "Packing and Sealing" on page 66 of the April 1916 issue of the Post Office Guide which reads:—

"Parcels for Eastern European Countries and, generally, any parcels which have to withstand a long transit by land, should be packed in a stronger material than cardboard or ordinary brown paper," should be altered to read:—

"All parcels should be very strongly packed; and the use of cardboard or ordinary brown paper for packing should be avoided."

Page 93. After the entry relating to Peru insert the following:—

"(Page 755). Portugal.—Letter packets conveyed either by the Royal Mail Line or the Pacific Steam Navigation Line may now be insured up to £400; and the entry £400 in place of "No Service" should be made in Column 6 of the April Guide."

Pages 129, 131 and 167.—Parcel Post to Brazil, Cape Verd Islands and Portuguese West Africa.

To the relative entries under the heading "Observations" in Column 8 in each case add:—

"Parcels must be sealed with a distinctive seal."

Page 143. Parcel Post to French Guinea, Column 8—Observations, 2nd sentence:—

Before "Bissikrima" insert "Beyla".

After "Kouroussa" insert "Lobe".

After "Mamou" insert "Siguiiri".

Page 169. Parcel Post to Russia in Europe and Russia in Asia.

The following paragraph should be inserted under the heading "Observations" in Column 8 of the relative entries:—

"Senders must indicate on the cover of the parcel and on the back of the relative Despatch Note, and, if possible, in the French language, whether in the event of non-delivery the parcel shall be (a) redirected to another address (in which case the alternative address should be furnished), (b) returned at the sender's expense, or (c) abandoned. No other alternative is permissible."

Page 194. Cash on Delivery Service.—Add the following:—

(Page 848). After Seychelles insert:—" *†Shanghai... same as Hong Kong."

Parcel Post to France.

Owing to a printer's error, the sign ¶ has been incorrectly inserted in Column 6, page 142, of the January Supplement to the Post Office Guide, relative to the dimensions of parcels for France; and it should be erased from working copies.

Parcel Post to the United States of America and Chile.

The January Supplement to the Post Office Guide should be amended as follows at page 183, column 8, against the United States of America (Official and Semi-official services).

For "To avoid delay it is desirable that this invoice should accompany the parcel or parcels, but the sender, if he prefers, may send it direct to the addressee; in either case the relative Customs Declaration should be suitably noted" substitute "To avoid delay it is desirable that this invoice should be enclosed in the relative parcel, the Customs Declaration being noted 'Consular Invoice enclosed.' When the Consular invoice relates to more parcels than one the parcels should be numbered 1, 2, 3, &c., by the senders and the invoice should be enclosed in parcel No. 1, the Customs Declaration being noted accordingly; the Customs Declarations or covers of the remaining parcels should be marked 'Consular Invoice in parcel No. 1.' If the sender prefers, however, the Consular invoice may be sent direct to the addressee, the relative Customs Declaration being suitably noted."

A similar addition but omitting the last sentence should be made at the end of the final paragraph of the entry in column 8 against Chile at page 133 of the Supplement.

Persons posting parcels for the United States of America and Chile requiring Consular invoices should be requested, when occasion arises, to comply with the revised arrangement indicated above.

Parcels for France, Corsica and Algeria.

The French Government has given notice that in the case of parcels for France, Corsica and Algeria the Customs Declaration form must be complete in all details, including the full name and address of the addressee, and must, in addition, indicate whether or not the contents of the parcels are being forwarded in connexion with supplies or works for the French Government.

Working copies of the January Supplement to the Post Office Guide (Algeria page 123, Corsica page 137 and France page 143) should be noted accordingly; and special care should be taken to see that no parcels for the countries in question are accepted until these requirements have been complied with.

Mails from Egypt and the East lost at Sea.

A Mail from Egypt despatched from Port Said on the 5th of December was lost in the sinking of the French Packet "Magellan" by enemy action. There were probably also Mails on board from:—

Ceylon despatched from Colombo between the 17th and 23rd November.

China despatched from Shanghai between the 30th October and 13th November (containing printed matter and specially superscribed letters only).

French Indo-China despatched from Hanoi between the 4th and 18th November and from Saigon between the 11th and 23rd November.

Hong Kong despatched between the 3rd and 17th November (containing printed matter and specially superscribed letters only).

Manila despatched between the 28th October and 2nd November.

Straits Settlements despatched from Singapore between the 10th and 17th November.

Loss of Mails for the Egyptian Expeditionary Force.

The Letter Mails containing correspondence, other than parcels, for the Egyptian Expeditionary Force which reached the Army Letter Office, London, for despatch between the 18th and the 25th of December, both dates inclusive, were lost at sea. The loss was due to enemy action, and no claims for compensation for the loss of registered packets can therefore be entertained. Enquiries by the public should be answered accordingly, without further action, except in the case of letters containing remittances, which should be dealt with as follows:—

Unregistered letters containing Postal Orders:—Refer to Controller, Money Order Department (Postal Order Branch), with particulars of despatch.

Unregistered letters containing Currency or Bank of England Notes and **registered letters** containing Postal Orders or Notes:—Refer to Officer Commanding, Home Depot, with particulars of despatch.

Rules for Head Post Offices (Part III.).

A Correction Slip (No. 9) to the Rules for Head Post Offices (Part III.) was issued with the Circular of the 26th of December. Copies of the book should be amended accordingly, the officer responsible making the necessary entries in and initialling the table at the beginning of the book.

Newspapers, Clubs, &c.

The following alterations should be made in the List:—

- Alter (*Colwyn Bay*) Welsh Coast Pioneer to (*Colwyn Bay*) North Wales Pioneer.
 Enter (*Dromore, Co. Down*) Dromore Leader.
 East London Observer, &c. (48, Whitechapel Road, E.).
 Alter address of London Gazette to Imperial House, Kingsway, W.C.
 Enter North Wales Pioneer (*Colwyn Bay*).
 Erase Welsh Coast Pioneer (*Colwyn Bay*).

TELEGRAPHS.

NOTE.—(*) To be entered in the Telegraph Circulation Book.
 (†) " " Index of Codes.

Alterations in the Telegraph Circulation Book and the Index of Codes as regards Offices already open.

- | | | | |
|-------|-------|---|--|
| *Page | 1. | <i>Achnacloich R.S. (C. & O.)</i> | } —Offices closed. Delete entries. |
| * | " 19. | <i>Cliddesden R.S. (L. & S.W.)</i> | |
| * | " 35. | <i>Granton R.S. (N.B.)</i> | |
| * | " 11. | Bocking Church Street | } —Substitute Chelmsford for Braintree as Transmitting Office. |
| * | " 35. | Gosfield. | |
| * | " 65. | Rayne. | |
| * | " 69. | Saling. | |
| * | " 74. | Stisted. | |
| * | " 24. | Dawley. | } —Substitute Wellington (<i>Salop</i>) for Shrewsbury as Transmitting Office. |
| * | " 52. | Madeley (<i>Salop</i>). | |
| * | " 64. | QUEENSTOWN.—The notice in the Circular of the 12th ultimo should be cancelled and Dublin restored as a Transmitting Office. | |
| † | — | (Code UAT). LEICESTER, <i>Humberstone</i> .—Office closed. Delete entry. | |

Post Office Guide (April issue).

ALTERATIONS.

LEICESTER, *Humberstone*. Office closed for telegraph business. Delete "t."
 WAKEFIELD. In 3rd column alter hours of attendance at Westgate Stn. to read "9 a.m. to 1 p.m. and 2 p.m. to 7 p.m."

Post Office Guide (Supplement).

ALTERATIONS TO THE LIST AT PAGES 17 TO 82.

- | | |
|-------------------|--------------------|
| †Achnacloich Stn. | } —Offices closed. |
| †Cliddesden Stn. | |
| †Granton Stn. | |

Alteration at Office not in Guide or Circulation Book.

Chard Town R.S. has been closed for telegraph business.

Post Office Guide (Supplement).

ALTERATIONS TO THE LIST AT PAGES 17 TO 82.

†Bempton Station.	}	—Offices closed.
†Box Hill Station.		
†Edlingham Station.		
†Kirknewton Station (Northumberland).		
†Lartington Station.		
†Mickleton Station.		
†Scremerston Station.		

Lydiat, Maghull Station, Liverpool.—Substitute "t" for "T" in 2nd column.

†St. Mary's Station.—In 3rd column alter hours of attendance to read "9 a.m. to 1 p.m., 2 p.m. to 4.45 p.m., and 5.45 to 7 p.m."

Alterations at Offices not in Guide or Circulation Book.

Lordship Lane R.S. and Selsdon Road R.S. have been closed for telegraph business.

Delivery of Telegrams by Telephone.

A new letter T. No. 60 is now ready advocating the use of telephonic addresses in telegrams, and supplies can be obtained from the Postal Stores Department. Postmasters should send this letter to those telephone subscribers to whom it would be advantageous for the Post Office to deliver telegrams by telephone and whose fully addressed telegrams cannot conveniently be picked out for telephone delivery.

Holders of registered addresses should not be circularised, but the letters can be sent to any subscriber who has already received letter T. 78 if the use of the telephonic address in place of the full address would benefit the Post Office.

FOREIGN AND COLONIAL MAILS.

Reduction of postage rate to the South West Africa Protectorate.

Letters for the South West Africa Protectorate are now accepted for transmission at the Imperial rate of 1d. per ounce.

Working copies of the current Supplement to the Post Office Guide should be amended as follows:—

Page 104. German South West Africa. Column 1. Add (now South West Africa Protectorate);
Column 2. Substitute 1d. for present entry.

Parcels for France, Corsica and Algeria.

Notwithstanding the notice under the above heading in the Post Office Circulars of the 9th and 16th instant, numerous parcels are still being accepted for France, Corsica and Algeria not complying with the new regulations.

The substance of the notice is, therefore, repeated as follows; and special care must be taken to see that it is complied with:—

The Customs Declaration form relating to parcels for France, Corsica and Algeria must be complete in all details, including the full name and address of the addressee; and must, in addition, indicate whether or not the contents of the parcels are being forwarded in connexion with supplies or works for the French Government.

A paragraph to this effect should be inserted in working copies of the January Supplement of the Post Office Guide (Algeria, page 123, Corsica, page 137 and France, page 143).

The Customs Declaration form does not make provision for an indication such as is now required by the French Government; and this condition should be fulfilled by requiring the senders of parcels for France, Corsica or Algeria to state in writing, in all cases, either in the "Contents" column or on the back of the form, that "the contents of the parcel are, or are not (as the case may be), being forwarded in connexion with works or supplies for the French Government."

Cash on Delivery Service with Egypt.

The following alteration should be made in working copies of the Post Office Guide (April edition):—
Page 848. Entry "Egypt." Footnote A.—Delete "Gelat el Nahl."
After "Kosha" insert "Mefaza."

MONEY ORDERS.

Money Orders issued for payment of the Effects of deceased or insane Soldiers.

Cases have occurred recently in which the amounts of Money Orders issued by the War Office in respect of the Effects of deceased and insane Soldiers have been paid to persons other than those named in the Advices.

Notwithstanding the rule that Money Orders may only be paid to signatures agreeing with the names in the advices, it appears that some paying officers are under the impression that the amounts of these orders may be paid to the signature of a parent (or other near relative) of the deceased soldier. Postmasters and Sub-Postmasters should take steps to remove any such misapprehension at their Offices.

In any case where the receipting signature on the Order differs from the name given in the relative advice, payment should be withheld and the person presenting the order should be referred to the Command Paymaster, Eastern Command, South Kensington, London, S.W.

ARMY AND NAVY SEPARATION ALLOWANCES.

The increased allowances in respect of children taking effect from the 15th instant for the Army and the 18th for the Navy will be payable on special forms now being prepared for issue. Full instructions to Postmasters, &c., will be issued in a few days; at the same time instructions will be issued as regards the consequent adjustment of the balance of civil pay of Post Office servants with the colours.

POST OFFICE WAR LOAN CLUB.

Conversion of 4½% Stock to the new 5% War Loan.

Heads of Departments, Postmasters, Superintending Engineers, &c., are requested to inform members of the Post Office War Loan Club that in the case of members who did not complete their subscriptions before 1st December, 1916, the 4½% War Stock which is being obtained on their behalf will be automatically converted to the new 5% War Loan unless a written expression of dissent is received by the Comptroller and Accountant General by 16th February next.

Members who completed their subscription before 1st December, 1916, and who wish to dissent from conversion to the new Loan must do so in the same manner as the general public on the Form of Dissent obtainable at any Money Order Office. The Certificates of Inscription in respect of subscriptions completed between 1st June and 1st December, 1916, will be forwarded to members in the course of a few days.

Silver Badges for Sick and Wounded ex-members of His Majesty's Naval and Military Forces returned to Civil Life.—Distribution of Pamphlets.

The Controller, Stores Department, is arranging for the distribution to all Head Post Offices and Sub Post Offices of a supply of revised pamphlets relating to the issue of silver badges to ex-members of His Majesty's Naval and Military Forces who have retired or been discharged in consequence of wounds, sickness, &c.

The pamphlets should be kept readily available for issue to the public on application. Any copies of the original issue remaining on hand should be treated as waste immediately the revised pamphlets are received.

NATIONAL HEALTH INSURANCE.

Insured Post Office Servants receiving Medical Benefit through the Post Office Medical system.

Postmasters and other officers concerned should note that a new form has been introduced for use in notifying Insurance Committees of removals from the list of insured Post Office Servants receiving medical benefit through the Post Office Medical system in accordance with the instructions in Rules 567 D (a) and 567 G in Rules for Head Post Offices, Part I. The new form is designated Postmasters No. 122 and supplies can be obtained as required from the Stores Department in the usual manner.

In this connexion special attention is directed to the necessity for sending form Postmasters No. 395 to the Accounting Office immediately an officer ceases to receive medical benefit through the Post Office Medical system as an insured person.

The Post Office Sanatorium Society.

Arrangements have been made for the half-yearly subscriptions due in January to be made by deduction on the 31st of January in respect of monthly salaries, and on the 26th or 27th of January, as the case may be, in respect of weekly wages.

The amounts collected should be shown in **red ink** on the Salary or Wages Sheets, and the total amount charged to Life Insurance should appear in the Summary, thus:—

Ordinary Life Insurance	£	:	:
Sanatorium Society	£	:	:
Total	£	:	:

Attention is drawn to the importance of filling in the Schedule attached to Form M. 127, and Postmasters are reminded that, when an Officer who is a subscriber to the funds of the Society is transferred, the fact should be notified at once to the Secretary of the Society (Mr. F. E. Durrant, 153, Barking Road, London, E.). The notification, which is intended to be quite independent of that contained in the Schedule attached to Form M. 127, should state the name and rank of the Officer concerned and the Offices from and to which he is being transferred.

Ilford and Barking Head Offices.—Amalgamation.

Ilford and Barking will in future be regarded as constituting a single Head Office, and the Postmaster of Ilford becomes the Postmaster of Ilford and Barking.

Post Office Guide (April issue).

ALTERATIONS.

CHESTER, *Hoole*. } —Substitute "t" for "T" in 2nd column.
Hoole, Chester. }

Hightown, Liversedge, Yorks.—Office closed for telegraph business. Delete "T" from 2nd column and
Hightown, Yorks., T from 3rd column.

Liversedge, Yorks., Hightown.—Delete "T" from 2nd column.

Lynmouth, Devon.—Amend entry to read "*Lynmouth, Lynton, Devon* | TExMT | †Lynmouth T."

Under *Lynton, Devon*, insert *Lynmouth* | TExM.T. | .

Deferred Telegram Service.

With reference to the notice on this subject which appeared in the Circular of the 9th instant, it should be noted that deferred telegrams may again be accepted for transmission by the route of the Commercial Cable Company.

The service is still, however, suspended by the route of the French Telegraph Company.

TELEPHONES.

Extensions.

Place.	Telephone District.	Telephone Area.	Nature of Extension.	Date of Opening.	Trunk Communication	
					Obtained through	Charge List.
New Machar, Aberdeen	Aberdeen	Aberdeen	Call Office.....	22nd January ...	Aberdeen	Aberdeen.

Quarterly Operating Statistics.

The quarterly record referred to in the Telephone Service Instructions, Section C2 (Traffic Statistics), is to be taken at all Exchanges on one day during the week ending Saturday, 3rd February. Except where the District Manager shall arrange otherwise, the day selected for the record is to be the same as on the last occasion.

In view of the shortage of staff in District Managers' Offices, arrangements should be made for the records of calls to be summarized as far as possible in the Exchanges.

POST OFFICE RELIEF FUND.

Heads of Departments, Postmasters, &c., are requested to be good enough to inform local Committees that, notwithstanding the new increases in the Government separation allowances, all payments authorized from the Post Office Relief Fund should, for the time being at all events, be made at the same rates as before. The Committee have not yet been able to review the position, and will make a further announcement as soon as circumstances permit.

Sub-Offices—Change of Address.

The address of the undermentioned Sub-Offices has been changed:—

FROM	TO	Character of Office.
Clonbern, Moylough, Co. Galway	Clonbern, Ballinasloe	M.
Kilkerrin, Co. Galway	Kilkerrin, Ballinasloe	M.T.
Moylough, Co. Galway	Moylough, Ballinasloe	M.T.

The circulation should be as for Ballinasloe by all Mails.

The address of the undermentioned Sub-Office has been changed:—

FROM	TO	Character of Office.
King Edward, Banff	King Edward, Aberdeen	M. nS.

The circulation should be as for Aberdeen by all Mails.

The address of the undermentioned Sub-Office has been changed:—

FROM	TO	Character of Office
Springfield, Fife	Springfield, Cupar	Ex. M.T. nS.

The circulation should be as for Cupar by all Mails.

The address of the undermentioned Sub-Office has been changed:—

FROM	TO	Character of Office
Shap, Westmoreland	Shap, Penrith	M.T.

The circulation should be as for Penrith by all Mails.

City and Guilds of London Institute.—Examination in Magnetism and Electricity.

Members of the Post Office Staff, who desire to enter for the examination in Magnetism and Electricity held by the City and Guilds of London Institute, must make application to the Secretary of the nearest Technical School, or (in the event of the School not being able to make the necessary arrangements) to the local Postmaster, not later than Wednesday, the 14th of March. The examination fee of 1s. 6d. will be payable to the Secretary or Postmaster who accepts the entry.

Postmasters should apply for the necessary form of application for papers to the Department of Technology, City and Guilds of London Institute, Exhibition Road, London, S.W., and this form must be returned so as to reach the Offices of the Institute not later than Monday, the 19th of March, each application being accompanied by a Cheque or Postal Order for the fees of the candidates. One form of application suffices for any number of candidates at one centre.

The examination will be held on Tuesday, the 1st of May, from 7 p.m. to 10 p.m.

Exhibition of Notices respecting publications of the Board of Agriculture and Fisheries.

Copies of a notice headed "To Farmers and Gardeners" are distributed with this Circular to all Head Postmasters in Great Britain. They should distribute copies to each Country Sub-Office under their control.

In view of the need for increasing home-grown food supplies, the Board of Agriculture and Fisheries wish to bring their publications more generally to the notice of farmers, gardeners and rural workers, and they would appreciate all assistance which can be given to secure publicity for the new notice by displaying it as prominently as possible.

Postmaster's Periodical Returns.

In the list of Periodical Returns, &c. (Form Postmasters No. 508) which was issued to Postmasters other than London Postmasters with the printed Circular of December last, Regd. No. 176780/16, an asterisk was incorrectly printed against the item "Private Boxes and Bags (Form C)." This return has not been suspended and should still be furnished each year. The Return of "Private Boxes and Bags—Government Departments" has been suspended as shown in the list.

Newspapers, Clubs, &c.

The following alterations should be made in the List:—

Enter Waterford Evening Star.

„ West Africa (Temple Bar House, 28, Fleet Street, E.C.).

TELEGRAPHS.

The Circular No. 2334, issued on the 25th of January, contained no Telegraph information.

NOTE.—(*) To be entered in the Telegraph Circulation Book.
(†) „ „ Index of Codes.

Alterations in the Telegraph Circulation Book and the Index of Codes as regards Offices already open.

*Page 12.	<i>Brampford Speke R.S. (G.W.R.).</i>	} —Offices closed. Delete entries.
* „ 86.	Worstead.	
† —	(Code WPA) Worstead.	} —Offices closed. Delete entries.
† —	(Code ZZW) Chelsea, Cheyne Walk.	

CONTRACTED SIGNALS.

Chelsea, Cheyne Walk.....Chelsea C. Delete entry.

Post Office Guide (Supplement).

ALTERATIONS TO THE LIST AT PAGES 17 TO 82.

†Arley Station.—Substitute rD for D in 2nd column.
BLACKPOOL, *Military Hospital*.—Office now open for delivery. Substitute "T" for "t" in 2nd column.
†Brampford Speke Station.—Office closed.
†Dumfries House Station.—Alter hours of attendance to read "8 a.m. to 7 p.m.; Sun. nil."
Worstead, Norwich.—Delete "T" from 2nd column.

Crowborough Camp B.O.—The Transmitting Office is now TS instead of Tunbridge Wells.

Posting of Late Telegrams.

The Posting lists prepared under Rule 44 of the Inland Telegram Instructions for ensuring the correct disposal of telegrams by the quickest means should be brought up to date in view of the alterations in the mail services and the changes in the hours of attendance at Telegraph Offices.

Weighing of Letters and Packets at Post Office Counters.

Letters tendered at a Post Office counter to be weighed should, unless they are too heavy or too large, always be weighed on letter scales and not on packet or parcel scales.

FOREIGN AND COLONIAL MAILS.

Postage to the British Post Office Agencies in China.

The rate of postage to be prepaid on letters for the British Post Office Agencies in China is incorrectly stated on the back cover of the January Supplement to the Post Office Guide under the heading "Principal Post Office Charges. Foreign and Colonial. Letters." Working copies and also unsold copies should be amended by deleting "China and" before "Morocco."

Parcels from His Majesty's Ships.

Postmasters dealing with mails from His Majesty's Ships are reminded that parcel Mails marked "from H.M. Ship....., for transmission" should be opened at the Head Post Office and the contents sent forward, even if the mails are addressed "c/o G.P.O., London."

Rule 22 of Inland Parcel Post Rules for Head Postmasters should receive careful attention in connexion with such mails.

Mails marked "to be retained at G.P.O. for two days" must be forwarded unopened to the Inland Section.

Parcels received from His Majesty's Ships unpaid or short-paid should in all cases be charged at the Head Office where the mail is opened with the amount of the deficient postage (at the single rate and without the addition of any fine) by means of labels P.P. No. 10.

Delivery offices are responsible for collecting the amount of the deficient postage from the addressee.

The name of the Office of opening must not be date-stamped or shown in any other way on the labels or parcels. Each parcel should be marked "from H.M. Ship."

Parcels for France, Corsica and Algeria.

As announced in the Post Office Circular of the 9th instant, the Customs Declaration Form relating to parcels for France, Corsica, and Algeria must be complete in all details, including the full name and address of the addressee, and must, in addition, indicate whether or not the contents of the parcels are being forwarded in connexion with supplies or works for the French Government.

These requirements have, in many cases, been overlooked; and the absence of the necessary information has caused considerable trouble at the Office of Exchange. The special attention of the officers concerned is, therefore, drawn to the matter: **all officers accepting parcels for places abroad should take care to see that no parcels for the destinations in question are accepted until the required particulars have been furnished.**

Working copies of the January Supplement to the Post Office Guide (Algeria page 123, Corsica page 137, and France page 143) should be noted accordingly.

Parcel Post to Northern Rhodesia.

Owing to a printer's error, the rate of postage for parcels for Northern Rhodesia has been incorrectly shown in column 4, page 174, of the January Supplement to the Post Office Guide as 8d. per lb. instead of 1s. 8d. per lb. or fraction thereof. Working copies of the Supplement should be amended accordingly.

Parcel Post to the Belgian Congo.

The conditions of transit in the Belgian Congo are exceptional; and, to prevent injury, parcels must be strongly packed.

Working copies of the January Supplement to the Post Office Guide should be amended as follows:—
Page 127, Belgian Congo. Column 8. Observations. Insert at end of first paragraph, "Parcels must be packed in strong wooden or tin boxes."

Annual Returns of Sick Absences and Retirements.

Forms for the annual returns of sick absences and retirements are about to be issued. Detailed instructions as to the method of filling up the forms are printed on the forms themselves.

Copies of the forms will be sent to Surveyors (as regards the Surveying Staff), Heads of Departments, Superintending Engineers, District Managers, Postmasters and Officers in charge of separate sections of the Post Office staff. Any Officer in charge of a section of the staff who has made a return in previous years and does not receive copies of the forms should make early application for them to the Stores Department.

Each officer making a return should take care that his return includes the whole of the regular staff under his control who are proper to be included so that none of the staff is included in any other return. Temporary staff should not be included. Officers on loan to other Departments or Offices should be included in the returns of the Offices to which they are normally attached.

In view of the late issue of the forms on this occasion their return by the 20th instant—the date mentioned on the forms—will not be expected but every effort should be made to furnish the returns by the end of February.

Newspapers, Clubs, &c.

The following alterations should be made in the List:—

- Enter* Financial Chronicle (80, Coleman Street, E.C.).
Erase Military Mail—The Organ of the Regular and Territorial Forces and the National Reserve (2, Amen Corner, E.C.).
Enter Picture News (62, Wardour Street, W.).
 " Red Triangle (47, Paternoster Row, E.C.).
 " Stornoway Gazette, &c.
Erase To-day (29, Henrietta Street, Covent Garden, W.C.).
 " Y.M. (47, Paternoster Row, E.C.).

TELEGRAPHS.

NOTE.—(*) To be entered in the Telegraph Circulation Book.
 (†) " " Index of Codes.

Alterations in the Telegraph Circulation Book and the Index of Codes as regards Offices already open.

- | | | | |
|-------|-----|---|-----------------------------------|
| *Page | 8. | Bempton R.S. (N.E.). | } Offices closed. Delete entries. |
| * | 9. | Bexhill R.S. (S.E. & C.). | |
| * | 11. | Box Hill R.S. (S.E. & C.). | |
| * | 28. | Edlingham R.S. (N.E.). | |
| * | 46. | Kirknewton R.S. (Northumberland) (N.E.). | |
| * | 47. | Larlington R.S. (N.E.). | |
| * | 54. | Mickleton R.S. (N.E.). | |
| * | 70. | Scremerston R.S. (N.E.). | |
| * | 70. | Sevenoaks (Bat and Ball) R.S. (S.E. & C.). | |
| † | — | (Code XBP). Willesden (Stonebridge Park), London, N.W.—Office closed. Delete entry. | |

CONTRACTED SIGNALS.

Willesden (Stonebridge Park).....Willesden C.—Delete entry.

Post Office Guide (April issue).

ALTERATIONS.

- BEXHILL-ON-SEA.—Bexhill R.S. closed.—Delete entry in 3rd column.
 Maghull Station, Liverpool, *Lydiat*.—Substitute "t" for "T" in 2nd column.
 SEVENOAKS.—Bat and Ball Station closed.—Delete entry in 3rd column.
 Page 634. Crystal Palace (S.E. & C. Rly.) }
 " 634. Honor Oak Park. } —Offices closed. Delete entries.

Alphabetical List of Money Order Offices in British Colonies and Foreign Countries.

The next edition of this list will not be published until July, 1917, and will not then be issued to Scale-payment country Sub-Offices. No general distribution will be made until the subsequent edition is published, which will be in January, 1919. Country Sub-Postmasters should take care that the Lists they now hold are carefully preserved so that they may serve for the extended period.

Post Office Guide.—Alterations and Additions.

- Page 179.—*Under* Barnard Castle, *delete* Galgate.
 " 182.—Beacontree Heath, Romford. *Delete M.*
 " 183.—*Under* Bedford, *delete* Kimbolton Road.
 " 195.—*Under* Bognor, *delete* Station Road.
 " 204.—Brimpton, Reading. *Delete M.*
 " 226.—*Under* Chester, *delete* Stocks Lane.
 " 226.—Cheltenham, Tewkesbury Road. *Delete M. Substitute SB.*
 " 238.—Coombe, Woodstock, Oxon. *Delete M. Substitute SB.*
 " 266.—*Under* East Cowes, Isle of Wight, *delete* Clarence Road.
 " 279.—Firbeck, Rotherham. *Delete entry.*
 " 293.—*Under* Gosport, *delete* Upper Stoke Road.
 " 303.—Hambleton, Godalming. *Delete entry.*
 " 366.—*Under* Luton, *delete* New Bedford Road.
 " 373.—Marston, Northwich. *Delete entry.*
 " 396.—*Under* Northampton, *delete* Bridge Street.
 " 409.—Pegwell Bay, Ramsgate. *Delete entry.*
 " 417.—*Under* Portishead, Bristol, *delete* West Hill.
 " 420.—Preston—Brookhouse. *Insert M.*
 " 423.—*Under* Ramsgate, *delete* Pegwell Bay.
 " 434.—*Under* Rushden, Northants, *delete* High Street South.
 " 437.—*Under* St. Helens, *delete* Sherdley Road.
 " 495.—Waterhouses, Durham. *Delete entry.*
 " 513.—*Under* Worcester, *delete* Cherry Orchard.
 " 514.—Worstead, Norwich. *Delete M.*
 " 517.—*Under* York, *delete* Bootham.
 " 616.—Chelsea, Cheyne Walk (77) corner of Danvers Street. *Delete entry.*
 " 617.—*Insert* Earl's Court, Gledhow Terrace | S.W. | Tt | — | Thurs., 1.0 p.m.
 " 619.—Gledhow Terrace, Old Brompton. *Delete entry.*
 " 632.—Willesden, Stonebridge Park. *Delete entry.*

JANUARY SUPPLEMENT.

- Page 61.—Nova Scotia, Blackburn. *Delete entry.*

5% WAR LOAN.

Public Notices, Prospectuses, &c.

The attention of Head Postmasters, &c., is directed to the following instructions which appeared in the Post Office Circulars of the 23rd and 30th January. Complaints received from the public show that they have been neglected at some Offices.

The Notices about "War Loan" and "Conversion" should be exhibited in a prominent place at every Money Order Office.

At all such Offices supplies of the Bank of England and Post Office Prospectuses should be placed in a position readily accessible to the Public.

Care should be taken that the stock of Prospectuses, Forms, &c., is not allowed to run low.

Expeditionary Forces.—Labels for Letter Bundles.

A new letter bundle label:—

"Base Details" A.L.O. 1 (Blue Series)

is now obtainable from the Post Office Stores Department and should be added to the list which appeared in the Post Office Circular of the 18th July, 1916. The selection at present is **not** required for A.L.O. 2.

Introduction of small size Counter Balance Book for use at Branch Offices and Salaried Sub-Offices.

A smaller book, numbered Postmasters No. 1077, has been introduced for use at Branch Offices and Salaried Sub-Offices, in place of Postmasters No. 1035. Copies of the new book may be obtained on requisition in the usual way.

Newspapers, Clubs, &c.

The following alterations should be made in the List:—

Erase Fall In (Headquarters, 7th Battalion, Middlesex Regiment, Priory Road, Hornsey, N.).

Enter Irish Notes and Industrial News (Newcastle West, Co. Limerick).

" (Newcastle West, Co. Limerick), Irish Notes and Industrial News.

TELEGRAPHS.

NOTE.—(*) To be entered in the Telegraph Circulation Book.

(†) " " Index of Codes.

Alterations in the Telegraph Circulation Book and the Index of Codes as regards Offices already open.

*Page 15.	Calder R.S. (Cal.)	}	—Offices closed. Delete entries.
* " 31.	Ferniegair R.S. (Cal.)		
* " 33.	Gartsherrie R.S. (Cal.)		
* " 35.	Great Ponton R.S. (G.N.)		
* " 40.	Hinton R.S. (Mid.)		
* " 61.	Overtown R.S. (Cal.)		
* " 48.	Leigh (<i>Kent</i>).—Delete entry.		
* " 52.	Enter "Lyghe, transmitting office Tonbridge."		
† —	(Code EAU). Enter Earl's Court, Gledhow Terrace, S.W.		
† —	(Code GLT). Name of office changed.—Delete entry.		
† —	(Code LEY). Leigh (<i>Kent</i>).—Alter entry to read "Lyghe."		

CONTRACTED SIGNALS.

Enter:—

Earl's Court B.O.	Earl's Court.
" "	Gledhow Terrace.....	" A.
" "	Richmond Road (102)	" B.

Post Office Guide (April issue).

ALTERATIONS.

Ferniegair, Hamilton. Alter entry in 3rd column to read "Hamilton, M.T."

Leigh, Tonbridge.—Name changed to "Lyghe."—Delete entry and insert new entry on page 366,

"Lyghe, Tonbridge | TExMT |."

Purley, Surrey.—In 3rd Column alter hours of attendance at Purley Station to read "8 a.m. to 7 p.m., Sundays 4 p.m. to 5 p.m."

Instructions for Outdoor Messengers in London and the Provinces.

A Correction Slip (No. 1) to the Instructions for Outdoor Messengers in London and the Provinces is issued with this Circular. Copies of the book should be amended accordingly, the officer responsible making the necessary entries in and initialling the table at the beginning of the book.

Freight Accounts.

With reference to the notice on this subject that appeared in the Post Office Circular of the 30th of January, 1917 (page 50), "Form Postmasters—No. 1136" should read "Form Postmasters—No. 1138."

Sub-Offices—Change of Address.

The address of the undermentioned Sub-Office has been changed:—

FROM	TO	Character of Office.
Ponthirwain, Boneath, Pembrokeshire	Ponthirwain, Llechryd, Cardiganshire	T. nS.

The circulation should be as for Llechryd by all Mails.

The address of the undermentioned Sub-Office has been changed:—

FROM	TO	Character of Office.
Ardaragh, Portadown	Ardaragh, Newry	—

The circulation should be as for Newry by all Mails.

The address of the undermentioned Sub-Offices has been changed:—

FROM	TO	Character of Office.
Bromfield, Carlisle	Bromfield, Wigton	M.T. nS.
Langrigg, "	Langrigg, "	nS.

The circulation should be as for Wigton by all Mails.

The address of the undermentioned Sub-Offices has been changed:—

FROM	TO	Character of Office.
Macroon, Co. Cork	Macroon, Cork	M.T.
St. Ann's Hill, Co. Cork	St. Ann's Hill, Blarney, Co. Cork	M.T.

The circulation for Macroon will be as for Cork, and that for St. Ann's Hill will be as for Blarney by all Mails.

Lynmouth S.O.—converted to T.S.O.

On the 1st of January, Lynmouth S.O., Devon, was converted into a Town Sub-Office under Lynton S.O., Devon. The postal address will continue to be Lynmouth, Devon, but the circulation should be as for Lynton by all Mails.

USED LEAD SEALS AND LEAD.

In accordance with an Order dated the 2nd of February, 1917, issued by the Minister of Munitions, the sale, supply or delivery of lead, except under special conditions, is prohibited.

Postmasters and Superintending Engineers should not sell lead of any kind (including used lead seals) to any person other than the holder of a licence issued under the authority of the Minister of Munitions; neither should they supply nor deliver lead to any non-licence holder in satisfaction of tenders already accepted, unless such a person requires the lead for the purpose of a contract or order for the time being in existence certified to be within Classes "A" or "B" of Circular L 33 issued by the Minister of Munitions on the 31st of March, 1916, with the terms of which dealers in lead should be conversant; and then only when the price paid does not, in the case of virgin pig lead, exceeds £29 per ton net, and, in the case of remelted lead or old or scrap lead, exceed £26 per ton. All tenders for the purchase of lead should be submitted to the Controller, Post Office Stores Department, Studd Street, Islington, N., before acceptance.

A statement should be forwarded at once to the Controller as above showing—

(a) The quantity of lead in stock on January 31st, 1917.

(b) The quantity of lead sold at that date for future delivery but not then delivered; together with the names and addresses of the purchasers.

A statement should be submitted on the 3rd of March, 1917, and on the third day of each succeeding month, showing similarly the position in respect of the last day of the preceding month.

The statement (a) need not be furnished where the quantity on hand at any time during the preceding month has not exceeded 1 cwt.

Sub-Offices—Change of Address.

The address of the undermentioned Sub-Office has been changed:—

FROM	TO	Character of Office.
Lowick, Beal, Northumberland.....	Lowick, Berwick	M.T. Ns.

There is no change in control and the postal circulation is the same as for Berwick by all Mails.

The address of the undermentioned Sub-Office will be changed on and from the 4th February:—

FROM	TO	Character of Office.
Llechryd, S.O., Boncath, Pembrokeshire	Llechryd, S.O., Cardiganshire.....	M.T.

Letters for Llechryd should circulate as for Login, S.O., Carmarthenshire, and parcels to Cardiff.

Kildare—Alteration of Status.

On the 1st February the Kildare Head Office will be converted to a Salaried Sub-Office and transferred with its three Sub-Offices to the control of the Postmaster of Newbridge.

There will be no change in the circulation or in the postal address of the Offices concerned.

Parcels from His Majesty's Ships.

Postmasters dealing with mails from His Majesty's Ships are reminded that parcel mails marked "from H.M. Ship....., for transmission" should be opened at the Head Post Office and the contents sent forward, even if the mails are addressed "c/o G.P.O., London."

Rule 22 of Inland Parcel Post Rules for Head Postmasters should receive careful attention in connexion with such mails.

Mails marked "to be retained at G.P.O. for two days" must be forwarded unopened to the Inland Section.

Parcels received from His Majesty's Ships unpaid or short-paid should in all cases be charged at the Head Office where the mail is opened with the amount of the deficient postage (at the single rate and without the addition of any fine) by means of labels P.P. No. 10.

Delivery offices are responsible for collecting the amount of the deficient postage from the addressee.

The name of the Office of opening must not be date-stamped or shown in any other way on the labels or parcels. Each parcel should be marked "from H.M. Ship."

Packets containing Medical Cards addressed to National Health Insurance Commission.

Packets addressed to the National Health Insurance Commission in London (Leonard Street, E.C.), Dublin, Edinburgh and Cardiff, may be accepted without payment of postage and should be transmitted by letter and not by parcel post, if not exceeding 3 lb. in weight. Packets which exceed that weight should either be divided by the senders into two or more packets so as to come within the limit, or be prepaid at the parcel rate by the senders and sent forward by parcel post.

Packets addressed to an Insurance Committee are not to be accepted without payment.

Rural Postman's Cart for Sale.

Length of body	2 ft. 6 in.)	inside measurements.
Width { at top	2 ft. 6 in.)	
{ at bottom	2 ft. 6 in.)	
Height	1 ft. 4 in.)	
Height of Wheels	4 ft. 0 in.	
Weight	3 cwt. 1 qr. 14 lb.	
Price	£7.	

The cart is in good condition; shafts and wheels are quite new.

Apply to Mr. W. Sillifant, late Postman, Station Road, Beaworthy, Devon.

Foreign Telegrams.—Use of Registered Addresses.

Registered addresses are now admitted in telegrams for Mauritania, Senegal, and Upper Senegal and Niger, under the general conditions specified in paragraphs 17 to 20 of the Instructions issued with the Post Office Circular of the 26th of September last.

Paragraph 17 (c) of those Instructions should be amended by altering the words "French Possessions" in the Extra-European System" to "certain French Possessions" and by inserting "Mauritania," "Senegal," and "Upper Senegal and Niger" in their alphabetical position in the list of French Possessions.

Telegrams for Mesopotamia.

A telegraph office has been opened at Koweit, Persian Gulf, and telegrams may now be accepted for that place at the same rate as for places in Mesopotamia.

The entry under "Mesopotamia" on page 861 of the Post Office Guide, and in the list of places in paragraph 58 of the supplement headed "Foreign and Colonial Telegrams and Radiotelegrams," issued with the Circular of the 26th of September, should be amended accordingly.

EFM Telegrams for Fanning Island.

EFM telegrams may now be accepted for Fanning Island at the rate of 7½d. a word. The list of places in paragraph 58 of the Supplement headed Foreign and Colonial Telegrams and Radiotelegrams issued with the Circular of the 26th of September should be amended accordingly.

Parcel Post to Bismarck Archipelago, &c.—continued.

PAGES 154-155.—The entry under "Marshall Islands" should be amended as follows:—

Col. 1	2	3	4			5	6		7	8
Marshall Islands	Service Suspended		2 2	3 3	3 7	No Service.	3½	6	C1	<i>Prohibitions.</i> —Letters and worn clothing, cloth, &c.; opium (except for medicinal purposes). Firearms and ammunition (except for the personal use of others than natives) are only admitted with the special authority of the Government.
A Except Nauru Island										
B Nauru Island	P. & O. & Orient Lines from the Thames via Sydney or Brisbane and thence by Colonial Packet (2-3 months)	Every Wednesday afternoon as a rule	Not over 1 lb. 1s. 2d. For each additional lb. or fraction thereof up to 11 lb. 0s. 10d.			No Service	3½	6	A	<i>Prohibitions.</i> —Same as Australia. <i>Observations.</i> —No compensation is given for the loss or damage of parcels or their contents.

PAGE 174.—Solomon Islands, Col. 1.—Alter "excluding" to "including."

POSTAL ORDERS.

Postal Order Forms.—Theft from Market Street T.S.O., Manchester.

A notice giving particulars of the forms reported to have been stolen was issued on the 6th instant for distribution to all Money Order Offices. Any Officer in charge of a Money Order Office who has not received a copy should communicate at once with his Head Postmaster.

In the notice the cipher of the 19s. forms was incorrectly printed as U/5 instead of V/5: the necessary correction should be made.

Postal Drafts.—Disposal of Paid drafts at Sub-Offices.

A smaller envelope, No. 267, has been provided (in place of No. 268) for remitting Paid Postal Drafts from Sub-Offices to Head Offices. Initial supplies will be distributed during the next few days. Further supplies can be obtained on requisition in the usual way.

Rules for Postmasters regarding Postal Drafts will be amended shortly.

5% WAR LOAN.

Postmasters are reminded that Friday next, the 16th instant, is the last day upon which applications may be received for the War Loan. Persons who ask for a Savings Bank Withdrawal notice form or for a form of application for the repayment of War Savings Certificates **after the receipt of this Circular and not later than the 16th instant** should be told that, if the money is wanted for investment in the War Loan, the special machinery referred to in paragraphs 8 and 11 of the Circular Instructions of the 11th January must be used.

War Loan.—Extension of Hours of Business at Post Offices.

It is likely that there will in many towns be an exceptional amount of War Loan business this week, and the hours of public attendance at all Head Offices and Salaried Sub-Offices may be extended, at the discretion of Postmasters or Sub-Postmasters, to 8 p.m. or, in special circumstances, 9 p.m. **for War Loan business only** (including the sale of War Savings Certificates) on Wednesday, Thursday and Friday, the 14th, 15th and 16th instant. Head Postmasters may also, where circumstances appear to justify it, instruct Scale-Payment Sub-Postmasters to keep their offices open till 8 p.m. or 9 p.m. for the classes of business referred to.

As much publicity as possible should be given to extended facilities arranged in accordance with this instruction.

NATIONAL REGISTRATION CARDS

handed in at Post Offices to notify change of address.

Any National Registration card handed in at a Post Office should be sent without delay in one of the "Official Paid" envelopes provided for the purpose to the Local Registration Authority of the district in which the Post Office is situated. In no case should a Registration card handed in at a Post Office or found in the post be sent back to the address shown on the card.

National Insurance Act, 1911.—Application to Post Office Servants.

A Correction Slip (No. 8) to the Instructions concerning the application of the National Insurance Act, 1911, to Post Office Servants is issued with this Circular. Copies of the book should be amended accordingly, the officer responsible making the necessary entries in and initialling the table at the beginning of the book.

Sub-Offices—Change of Address.

The addresses of the undermentioned Sub-Offices have been changed:—

FROM	TO
Brosna, Ballybrophy, Queen's County.....	Brosna, King's County.
Sharavogue, " " " " " "	Sharavogue, "
Shinrone, " " " " " "	Shinrone, "

The circulation is to Ballybrophy by Down (Irish) Night Mail and Up (Irish) Day Mail, and to Roscrea by Down (Irish) Day Mail and Up (Irish) Night Mail.

On and from the 11th of February the address of the undermentioned Sub-Offices will be changed:—

FROM	TO	Character of Office.
Kirkby Lonsdale, Westmorland	Kirkby Lonsdale, Carnforth	—
Ingleton, Yorks.	Ingleton, Lancaster	M.T., TEx.

Commencing with the night Mail of the 10th postal packets for Kirkby Lonsdale and those for Ingleton should circulate as for Carnforth and Lancaster, respectively, by all Mails.

Ballinvonear Camp, Co. Cork.

With reference to the announcement concerning the above Office which appeared in the Post Office Circular of the 9th of January, it should be noted that Chester also vouches direct with Ballinvoneer Camp by Night Mail (H. and K. Packet).

FOREIGN AND COLONIAL MAILS.

Parcel Post to Russia.

The following addition should be made to the entry "Prohibitions" given at page 169 of the January Supplement to the Post Office Guide opposite the heading "Russia-in-Europe":—

"Numerous articles, mostly of the nature of luxuries, are prohibited from importation into Russia, except, generally speaking, when required on Government service.—See the Board of Trade Journal of the 26th of October, 1916, and the 4th and the 18th of January, 1917."

MONEY ORDERS.

Money Orders for British Prisoners of War in Switzerland.

Persons applying on and after the 12th instant for Money Orders payable to British Prisoners of War (other than officers) interned in Switzerland should produce at the Office of Issue a printed letter of authority signed by the Senior British Officer at the place of internment, entitling the prisoner to receive a certain sum of money. Counter officers should take care that the remitter copies the reference number given at the top of the letter of authority on to the requisition form 9A, immediately after the words "Payable at" and before the name of the paying office. When the remitter of an order for a British Prisoner of War (other than an officer) in Switzerland does not produce a letter of authority, a counter officer should not refuse to issue the order, but should warn the sender that it will probably be stopped in London.

Newspapers, Clubs, &c.

The following alterations should be made in the List:—

- Alter* Gas—Light, Distribution, Maintenance (Nuneaton) *to* Gas—Fuel, Distribution, Light (Nuneaton).
Enter London Leader (Broad Street House, New Broad Street, E.C.).
Alter (Nuneaton) Gas—Light, Distribution, Maintenance *to* (Nuneaton) Gas—Fuel, Distribution, Light.

TELEGRAPHS.

NOTE.—(*) To be entered in the Telegraph Circulation Book.

Alterations in the Telegraph Circulation Book and the Index of Codes as regards Offices already open.

- *Page 31. Firbeck.—Office closed. Delete entry.
 * 64. PRESTONKIRK.—Delete Haddington as a Transmitting Office.
 * " 74. Stenton.—Substitute Dunbar for Prestonkirk as Transmitting Office.

Post Office Guide (April issue).

ALTERATIONS.

Firbeck, Rotherham.—Office closed. Delete entry.

Post Office Guide (Supplement).

ALTERATIONS TO THE LIST AT PAGES 17 TO 82.

†Hollybush Station.—In 3rd column, alter hours of attendance to read 8 a.m. to 7 p.m., Sun. nil.

Alteration at Office not in Guide or Circulation Book.

Bellahouston, R.S., has been closed for telegraph business.

The notice in the Post Office Circular of the 16th January, 1917, referring to the closing of Bempton, Edlingham, Kirknewton, Lartington, Mickleton and Scremerston Railway Stations should be cancelled.

A new telegraph office has been opened at Gretna to take the place of the old Gretna office, and the old office, the name of which has been changed to Gretna Green, has been made a T.S.O. under Gretna. No alteration, as regards the Gretna office, will be necessary in the Circulation Book or Index of Codes. An entry should, however, be made against Code GJN in the Index of Codes, namely, Gretna, *Gretna Green*.

Telegrams and Telephone Calls reporting hostile aircraft.

With reference to the notice which appeared in the Post Office Circular of the 23rd of May last, it should be noted that Manchester should be added to, and Liverpool deleted from, the list of towns to which "Intelligence" telegrams and trunk calls may be addressed.

Posting of "Late" Telegrams.

The arrangements for posting "late" telegrams described in Rule 44 of the Inland Telegram Instructions should be extended to include Foreign and Colonial telegrams, telegrams bearing a registered abbreviated address, "Reply Paid" telegrams, and telegrams upon which charges are to be collected.

The under copies of telegrams bearing a registered telegraphic address, or telegrams upon which charges are to be collected, should be enclosed in an envelope marked "Telegrams Urgent" and addressed to the Officer-in-Charge of the Terminal Telegraph Office. On receipt the addresses should be amplified and delivery made by post or by telegraph messenger, whichever is the quicker. Any special instructions which may be recorded should be acted upon. Vouchers for reply paid telegrams should be prepared at the Office of posting.

The necessary amendment to Rule 44 of the Inland Telegram Instructions will be made in due course.

Post Office Guide (Supplement).

ALTERATIONS TO THE LIST AT PAGES 17 TO 82.

†Calder Station
 †Ferniegair Station.
 †Gartsherrie Station.
 †Great Ponton Station.
 †Hinton Station.

} —Offices closed.

Alterations at Offices not in Guide or Circulation Book.

Airdrie R.S., Ardrossan R.S., Auchenmade R.S., Irvine R.S. and Kilwinning R.S., have been closed for telegraph business.

Deferred Telegram Service.

With reference to the notices on this subject which appeared in the Circulars of the 9th and 23rd of January, it should be noted that deferred telegrams may again be accepted for transmission by the route of the French Telegraph Company.

Telegrams for Persia.

A telegraph office has been opened at Abadan in Persia, and ordinary telegrams may be forwarded thereto at a rate of 2s. 7d. a word. The following entry should accordingly be made under "Persia" on page 864 of the Post Office Guide:—

Abadan..... Eastern Co..... 2s. 7d.

Half-yearly Return of Customs Charges on Sample Packets.

Offices of Exchange and all other offices at which Customs Charges on **Sample Packets** have been raised during the six months ending 28th February, 1917, should forward to the Comptroller and Accountant General **not later than the 3rd of March** a written statement showing separately the **number and amount** of Customs Charges raised on **Sample Packets** of (1) **Unmanufactured tobacco** and (2) **Spirits (not perfumed)**. (Rule 219 of the Rules for Head Post Offices, Part II., refers.)

Offices at which no such charges have been raised during the half-year need not furnish a "nil" return.

The half-yearly return of surcharges raised will not be required.

PUBLIC HOLIDAYS AT POST OFFICES IN SCOTLAND.

Suspension of Money Order and Savings Bank business and Restriction of hours of attendance for other business.

1. On future Public Holidays in Scotland **Money Order** (except Telegraph Money Order), **Savings Bank**, **Old Age Pension**, **Army and Navy Allowance**, **Postal Draft**, **Licence and Inland Revenue Stamp Business** should not be transacted at Post Offices situated in the towns or districts in which the holiday is observed.

2. The hours of public attendance for other classes of **Postal business** (including the issue and payment of **Telegraph Money Orders** and **Postal Orders**, **Private Box**, **Express delivery**, **Registered Letter**, and **Parcel Post business**) may, where this can advantageously be arranged, be **restricted to a period in the morning between 9 a.m. and 12 noon**, or some shorter period if the local conditions admit, with the addition of an attendance in the evening at Offices which are not, and cannot be, closed for the rest of the day at, or before, 12 noon.

3. Offices which have hitherto been closed all day on Public Holidays will continue to be closed, and this arrangement should also be extended to other Offices, especially **Branch Offices** and **Town Sub-Offices**, where this can be done without serious inconvenience to the public.

4. Where desirable, letters may be delivered to **Private Box** holders before the Office opens for public business.

5. At all **Telegraph Offices**, with the exception of any **Branch Offices** and **Town Sub-Offices** closed under paragraph 3, **Telegraph business** and **Telephone Call Office business** will be conducted as on ordinary days; and no alteration will, of course, be made without specific authority as regards any special facility for telegraphic or telephonic communication at present afforded to naval, military, and police authorities; nor will any change be made in the hours during which telephone exchanges are open.

6. The arrangements proposed at each Office should be notified to the public in advance, and the public should be requested to advise their correspondents, etc., of any restriction intimated.

7. **Head Postmasters** will take the necessary steps to apply these instructions to their **Sub-Offices**, and **Sub-Postmasters** should await such instructions.

8. The foregoing instructions are not applicable to **Christmas Day** or **New Year's Day**, on which days the existing arrangements should be observed.

Musselburgh.—Alteration of Status.

On the 1st of March the **Musselburgh Head Office** will be converted to a **Salaried Sub-Office** and transferred with its **Sub-Offices** to the control of the **Controller, Edinburgh Postal District**.

There will be no change in circulation, but the postal addresses will be as follows:—

Musselburgh, Midlothian.

Fisherrow, Musselburgh, Midlothian.

Levenhall,

New Craighall,

Wallyford,

Prestonpans, East Lothian (no alteration).

Cockenzie, Prestonpans, East Lothian (no alteration).

Cuthill,

Sub-Offices—Change of Address.

The address of the undermentioned Sub-Office has been changed:—

FROM	TO	Character of Office.
Clovenfords, Galashiels	Clovenfords, Selkirkshire	T Ex. M.T.

The circulation will be as for Galashiels by all Mails, except from certain offices which have been specially advised.

The address of the undermentioned Sub-Office has been changed:—

FROM	TO	Character of Office.
Boarhills, Fife	Boarhills, St. Andrews	t.

Correspondence should circulate as for St. Andrews by all Mails.

The address of the undermentioned Sub-Offices has been changed:—

FROM	TO	Character of Office.
Tayport, Fife	Tayport, Dundee	T Ex. M.T. nS.
Wormit, Fife	Wormit, Dundee	T. M.T. nS.

Correspondence should circulate as for Dundee by all Mails.

Parcel Post Receptacles.

The Half-yearly Return or Parcel Post Receptacles usually taken in March will be dispensed with this year.

FOREIGN AND COLONIAL MAILS.

Letters and Newspapers for Colonial Troops.

The Dominions Army Letter Office, Mount Pleasant, now deals with correspondence for the South African Expeditionary Force and

West Indian Contingent,

in addition to the Australian, Canadian and New Zealand Expeditionary Forces named in the Post Office Circular of the 2nd of January, 1917, page 5. Letters and newspapers therefore for all Troops of Overseas Dominions serving in France and Belgium should now circulate to the D.A.L.O. as laid down in the Post Office Circular referred to.

Export of Diamonds, Rubies and Sapphires.

No letter, parcel, or other postal packet known to contain diamonds should be accepted for transmission to any destination abroad; and no letter, parcel, or other postal packet known to contain rubies or sapphires, whether natural or synthetic, should be accepted for transmission to any destination abroad other than a British Possession or Protectorate.

Parcel Post to Ceylon.

A considerable number of parcels for Ceylon are being accepted with incomplete Customs Declarations. Such parcels have to be returned to the office of posting; and inconvenience and delay are thus occasioned.

Attention is directed to the requirement, shown in Column 8 of the Ceylon entry at page 133 of the January supplement to the Post Office Guide, that the value of each kind of goods should be shown in addition to the net weight or quantity as required by the general regulations.

In those cases where parcels have to be returned because this requirement has not been complied with, special notice should be taken of the irregular acceptance.

Parcel Post to the Canary Islands.

Parcels for the Canary Islands cannot at present be forwarded directly by sea from Liverpool; and such parcels should not until further notice be accepted for transmission by that route. They can, however, be sent overland via Spain.

Working copies of the January Supplement to the Post Office Guide should be amended as follows:—
Page 130. Canary Islands:—

Col. 3. Substitute "Service suspended" for present entry. Insert a further entry—

Col. 2	Col. 3	Col. 4
Viâ France and Spain,	Every evening	3 lb. 7 lb. 11 lb.
		2/8 3/- 3/4

Parcel Post to Sweden and Denmark.

For the present, parcels for Sweden and Denmark can be forwarded solely viâ Norway at the under-mentioned rates :—

	Parcels not exceeding		
	3 lb.	7 lb.	11 lb.
Sweden	1 11	2 3	2 7
Denmark	2 1	2 5	2 9

Working copies of the Post Office Guide should be noted accordingly.

FOREIGN AND COLONIAL MONEY ORDER SERVICE.

Alterations in Rates of Conversion.

The rates shown below should be substituted for those shown in the special statement issued with the Post Office Circular of the 2nd of January :—

Country.	Rate for Orders payable abroad.	Rate for Orders payable in the United Kingdom.
Canada (Telegraph Money Orders)...	4 dollars 77 cents	4 dollars 77 cents.
Netherlands and Dutch Colonies ...	—	12 florins.
United States (Ordinary Money Orders ...)	4 dollars 87 cents	4 dollars 87 cents.
(Telegraph Money Orders...	4 dollars 77 cents	4 dollars 77 cents.

MONEY ORDERS.

Money Orders and Postal Orders for and from South West Africa.

Money Orders may now be issued at any Money Order Office in the United Kingdom for payment at certain offices in the South West Africa Protectorate.

The Orders must be drawn on one of the authorized offices and handed to the Remitters for transmission to the Payees, and the relative Advices must be forwarded, with the Requisition forms 9A, to the Controller, Money Order Department, London, in the covers provided for the purpose.

The poundage chargeable is the same as for Orders payable in British Colonies, &c., viz. :—3d. for every £1 or fraction of £1, and the maximum amount for a single order is £40.

Money Orders are also issued in the South West Africa Protectorate for payment in the United Kingdom.

British Postal Orders also are issued and paid in the South West Africa Protectorate; and Postal Orders issued in the Protectorate should be paid under the usual conditions.

The following addition should be made to the "Alphabetical List of Money Order Offices in British Colonies and Foreign Countries":—

PAGE 8.—After "South Australia" insert :—

"South West Africa Protectorate—Post Offices :—

Gibeon	Okahandja	Rehoboth	Warmbad
Grootfontein	Omaruru	Swakopmund	Windhuk "
Karibib	Otavi	Tsumeb	
Keetmanshoop	Otjiwarongo	Usakos	
Luderitzbucht	Outjo	Walvis Bay	

The following alterations should be made in the Post Office Guide and the January Supplement to the Guide :—

POST OFFICE GUIDE.—PAGE 126. Add "*South West Africa Protectorate" to the list of places of Issue and Payment.

JANUARY SUPPLEMENT.—PAGE 189. Delete entry under "German South West Africa."

PAGE 193. After "Southern Rhodesia" insert the following :—

South West Africa Protectorate 40/0/PO. AP/.

Post Office Guide (Supplement).

ALTERATIONS TO THE LIST AT PAGES 17 TO 82.

BANBURY
East Barnet, New Barnet, B.O., Herts
Lilley, Luton
LUTON

Hours of attendance are now 9 a.m. to 7 p.m.

OXFORD, *Summertown*

Kildonan, Whiting Bay, Isle of Arran.—Alter entry in 3rd column to read “† Kildonan, Arran T., June to September 9 a.m. to 7 p.m., October to May (ex. Wed.) 9 a.m. to 11 a.m., 1 p.m. to 6 p.m., Wed. 9 a.m. to 1 p.m. Whiting Bay M.”

†Purley Oaks Station.—Delete “Sun. train times” from 3rd column.

Alterations at Offices not in Guide or Circulation Book.

Kemp Town, Lewes Road, Merton Abbey, North Leith, South Bermondsey and The Dyke Railway Stations have been closed for telegraph business.

Alterations at Offices not in Guide.

Earlswood, Hartfield, and Waddon Railway Stations have been closed for telegraph business on Sundays.

Telegrams for Cuba.

Telegrams for Cuba must now be written in plain English or French, except those destined for Havana, which may be expressed in one of the authorized codes. A note “Havana only” should accordingly be made against the relative entry on page 7 of the Instructions issued with the Circular of the 26th of September.

The deferred and Night Letter Telegram services to Caimanera, Guantanamo, and Santiago de Cuba are moreover suspended; and suitable entries should be made at pages 869 and 875 of the Post Office Guide.

TELEPHONES.

Return of Telephone Work on Form T. No. 195.

All Scale Payment Sub-Postmasters in charge of Telephone Exchanges should note that a return of telephone work should be taken for the week commencing **Sunday, March 4th.**

The returns should be prepared in accordance with the instructions on the subject supplied to each Exchange, and should be forwarded as soon as completed to the **Accountant General, London, the Accountant, Edinburgh, or the Accountant, Dublin, as the case may be.**

The attention of Scale Payment Sub-Postmasters in charge of Exchanges within “Grouped Areas” is directed to the concession notified on page 461 of the Post Office Circular of the 1st of October 1915. **All outward junction calls, whether to “grouped” or “ungrouped” Exchanges, should be entered in the column headed “Outward Junction Calls” on Form T. No. 195.**

Trunk Calls to “Grand, London.”

In future trunk calls passed as for “Grand, London,” may be accepted without comment and passed to the London Trunk Exchange in that form. First priority should be accorded to these calls if passed as on urgent Government business.

Express Mail Letters for Delivery in London.

The time (6.45 p.m.) mentioned in the first sentence of Rule 124 of the Express Delivery Rules as the latest up to which Express Mail Letters can be received for delivery the same day is now too late in many cases. An Express Mail Letter is delivered the same day in an area served from a District Office if it reaches that Office by 8 p.m.; but an Express Mail Letter for an area served from a Sub-District Office must reach the proper District Office or the E.C. Section, as the case may be, by 5.0 p.m. at latest. Any Counter Officer who has to answer enquiries on the subject should be instructed as to the latest despatch which should, under the changed conditions, secure Express Delivery in London the same day. Enquirers should be warned that, in present circumstances, the Post Office cannot guarantee delivery at any particular time.

Loch Doon Camp, Ayrshire.

A temporary Branch Office has been opened at the above Camp.

Money Order and Savings Bank business will not be transacted.

Letters should circulate by night Down mail to Carlisle and Ayr S.C. By day mail to Ayr.

Parcels should circulate by all despatches as for Ayr.

Telegraph business will be conducted by the Military Authorities: transmitting office Maybole.

The hours of attendance will be week-days 8.30 a.m. to 12.15 p.m., 1.15 p.m. to 4.30 p.m. and 5 p.m. to 7 p.m.; Sundays, 9 a.m. to 10 a.m.

Newspapers, Clubs, &c.

The following alterations should be made in the List:—

Erase Britannia (Women's Press, Lincoln's Inn House, Kingsway, W.C.).

Enter Echo, &c. (Enniscorthy).

Erase Electrical Engineering (203-206, Temple Chambers, Temple Avenue, E.C.).

Enter (Enniscorthy) Echo, &c.

Erase Gentleman's Journal and Gentlewoman's Court Review (26, Shaftesbury Avenue, W.).

Alter address of Hardwareman and Ironmonger's Chronicle to Danes Inn House, 265, Strand, W.C.

Enter National News (Wyman's Printing Works, Bream's Buildings, E.C.).

Erase West Ham and South Essex Mail, &c. (High Street South, East Ham, E.).

TELEGRAPHS.

NOTE.—(*) To be entered in the Telegraph Circulation Book.

(†) " " Index of Codes.

Alterations in the Telegraph Circulation Book and the Index of Codes as regards Offices already open.

*Page 32. *Forge Mills R.S. (Mid.)* } Substitute Burton-on-Trent for Birmingham as Transmitting Office.
 * " 45. *Kingsbury R.S. (Mid.)* }
 * " 36. *Gulval.* }
 †(Code GVL). *Gulval.* } Office closed. Delete entries.

Post Office Guide (April issue).

ALTERATIONS.

CROYDON.—Delete entry in 3rd column referring to Selsdon Road Railway Station.

Gulval, Penzance.—Office closed. Delete entry.

Lynmouth, Lynton, Devon. } With reference to the notice in the Post Office Circular of the 23rd of
Lynton, Devon, Lynmouth. } January, 1917, substitute "t" for "T" in 2nd column.

SUTTON.—Alter entry in 3rd column to read "Rly. Stn. Office (D) 8 a.m. to 8 p.m., Sun.(rD) train times."

Pages 634 and 635. Haydons Road, Old Kent Road, and Tooting Junction Railway Stations have been closed for telegraph business. Anerley, East Brixton, North Dulwich and Selhurst Railway Stations have been closed for telegraph business on Sundays.

Rules for Head Post Offices (Part I.).

A Correction Slip (No. 34) to the Rules for Head Post Offices (Part I.) is issued with this Circular. Copies of the book should be amended accordingly, the officer responsible making the necessary entries in and initialling the table at the beginning of the book.

Letter Boxes, &c.—Necessity for Economy.

With reference to the notice that appeared in the Post Office Circular of the 11th of July last, it should be noted that as from the 1st of January, 1917, owing to increases in the cost of labour and material, the prices of Wall Boxes supplied by Messrs. W. T. Allen & Co. and of Lamp Boxes supplied by Messrs. A. Handyside & Co. have been further considerably increased.

Demands for new boxes will no doubt continue to be restricted to the narrowest limits possible.

Express Delivery Fees on Official Letters.

Attention is drawn to the rule that Express fees must be prepaid on official letters other than those despatched by a Metropolitan Government Office—(See Express Delivery Rule No. 20).

Letters received in London marked for Express Delivery to a Government Office are treated as ordinary letters unless the Express fee has been prepaid.

Postmasters' Periodical Returns, &c.—Form Postmasters No. 508.

The List of Periodical Returns, &c., recently issued to Postmasters (Form Postmasters No. 508) should be amended as follows:—

Under Yearly:—Insert To the Secretary: Sick Absences, Retirements and Deaths.

Under Yearly:—To Surveyor. Delete the asterisks () against Private Boxes and Bags (Form C) and Medical Officers over 60.*

Add Messengers—April and "Acting" Lists—November.

Under Half-yearly:—To Surveyor. Insert dagger (†) against Seniority List, Sorting Clerks and Telegraphists, against Seniority List, Telephonists, and against Seniority List, Postmen, and add a footnote: †Nil Returns are not to be furnished in these cases. See Head Office Rules (Part I.), Rule 70 (a).

Insert as additional section:—Every Second Month:—To Secretary (Traffic Section):—Telephone Trunk Traffic, Form T. 108. To Surveyor:—Telephone Trunk Traffic, Form T. 108 (to District Manager direct).

Under Monthly:—To Secretary. Delete Telephone Traffic (Form T. 108).

*Under Monthly:—To Surveyor. Delete Parcel Motor Service: Loss to Revenue. Substitute *Parcel Motor Service: Loss to Revenue through Irregularities.*

Delete Telephone Traffic, Form T. No. 108 (to District Manager direct).

Newspapers, Clubs, &c.

The following alterations should be made in the List:—

Enter (Athlone) Poor Law and District Councils Journal.

„ Cassell's Saturday Journal (La Belle Sauvage, Ludgate Hill, E.C.).

„ (Dublin) Evening Telegraph.

„ Evening Telegraph (Dublin).

Alter address of Medical Times to 49 and 50 Watling Street, E.C.

„ address of Newport and Market Drayton Advertiser, &c., to Newport, Salop.

Enter (Newport, Salop) Newport and Market Drayton Advertiser, &c.

„ (Newport, Salop) Shrewsbury Chronicle, &c.

Erase (Pontypridd) Rhondda Fach Gazette.

Enter Poor Law and District Councils Journal (Athlone).

Erase Rhondda Fach Gazette (Pontypridd).

Enter Newport, Salop as address of Shrewsbury Chronicle, &c.

Erase (Shrewsbury) Newport and Market Drayton Advertiser, &c.

Enter Stockport County Borough Express.

TELEGRAPHS.

NOTE.—(*) To be entered in the Telegraph Circulation Book.

Alterations in the Telegraph Circulation Book and the Index of Codes as regards Offices already open.

- | | | | |
|-------|-----|--|--|
| *Page | 3. | Appledore. | } —Delete Bideford as Transmitting Office. |
| * | 42. | Instow. | |
| * | 83. | Westward Ho! | |
| * | 11. | BODMIN.—Delete Truro as Transmitting Office. | |
| * | 15. | Cadgwith.—Substitute Helston for Lizard Signalling Station as Transmitting Office. | |
| * | 15. | <i>Caldercruick R.S.</i> —Office closed. Delete entry. | |
| * | 15. | CAMBORNE. | } —Delete Penzance as Transmitting Office. |
| * | 79. | TRURO. | |
| * | 25. | <i>Devil's Dyke R.S. (L.B. & S.C.).</i> | } —Offices closed. Delete entries. |
| * | 25. | Devonport B.O., <i>Dockyard.</i> | |
| * | 30. | EXETER. | } —Add Cardiff as a Transmitting Office. |
| * | 63. | PLYMOUTH. | |
| * | 37. | Hambridge.—Delete Taunton as Transmitting Office. | |
| * | 38. | Hatt. | } —Substitute Plymouth for Saltash as Transmitting Office. |
| * | 68. | St. Dominick. | |
| * | 68. | St. Mellion. | |
| * | 52. | <i>Lundy Island Coast Guard Station.</i> —Delete Appledore as Transmitting Office. | |
| * | 56. | Murston.—Office closed. Delete entry. | |
| * | 58. | NEWQUAY.—Delete Bodmin as Transmitting Office. | |
| * | 62. | PENZANCE.—Delete Falmouth and Truro as Transmitting Offices. | |
| * | 65. | REDRUTH.—Delete Falmouth as Transmitting Office. | |
| * | 68. | St. Genny's.—Add Bude as a Transmitting Office. | |
| * | 71. | Silverton.—Substitute Exeter for Thorverton as Transmitting Office. | |
| * | 79. | Tormarton.—Substitute Chippenham for Badminton as Transmitting Office. | |
- †(Code XMU). SITTINGBOURNE, *Murston.*—Office closed. Delete entry.

Post Office Guide (April issue).

ALTERATIONS.

- Keston, Hayes, Kent.—Office closed for delivery. Substitute "t" for "T" in 2nd column.
- | | |
|--------------------------------|---------------------------------|
| <i>Murston, Sittingbourne.</i> | } —Office closed. Delete entry. |
| SITTINGBOURNE, <i>Murston.</i> | |

Post Office Guide (Supplement).

ALTERATIONS TO THE LIST AT PAGES 17 TO 82.

- †Barlaston Station.—Office closed for general delivery. Substitute rD for D in 2nd column.
- †Devil's Dyke Station.—Office closed.
- Stapleford, Salisbury.—Office re-opened for Telegraph Business. Enter "T" in 2nd column and delete entry in 3rd column.

The entry "The Dyke R.S.," which appeared in last week's Post Office Circular under the heading "Alterations at Offices not in Guide or Circulation Book," should be deleted.

Mails on the "Laconia."

The following information of a general nature concerning the Mails which were lost on the Packet "Laconia" is given for the purpose of answering enquiries by the public.

All the Mails forwarded by the "Laconia" are stated to have been lost. These comprised all Letter Mails which reached New York between the 14th and 18th of February and probably include, besides Mails originating in the United States of America, Letter Mails from Canada, Bermuda, Bahamas, Jamaica, the West Indies, British Guiana, Venezuela, Colombia, the West Coast of South America, Central America and Mexico. Heavy Parcel Mails from the United States of America were also on board.

Responsibility is not accepted by this Office for losses due to the acts of the King's enemies; and the Postmaster General cannot entertain claims for compensation in respect of registered or insured letters or parcels.

Duplicates of any Money Orders known to have been lost can be obtained by the payees on application to the Controller of the Money Order Department.

Applications for duplicates of Postal Orders and for information whether a particular letter or parcel was on board should be made by the sender to the Post Office of Origin.

Caution to Cyclists.

In view of accidents which have recently occurred it is considered desirable to draw attention to Paragraph 12 of Card Postmasters No. 23 which should be exhibited at every Office where official cycles are in use. It should be clearly understood that riding down dangerous hills is prohibited.

Used Lead Seals and Scrap Lead.

With reference to the Notice in the Circular dated the 13th of February, many Postmasters have not yet furnished returns of the stocks in their possession on the 31st of January. These returns must be forwarded immediately to the Controller, Post Office Stores Department, Studd Street, Islington, N.

MONEY ORDERS.

Post Office Guide.—Alterations and Additions.

- Page 161.—Alkham, Dover. *Delete M.*
 „ 197.—*Insert Boscombe East, Bournemouth | M. | .*
 „ 198.—*Under Bournemouth, insert Boscombe East | M. | . Delete Freemantle.*
 „ 206.—*Broadwater Down, Tunbridge Wells. Delete entry.*
 „ 245.—*Under Cromer, delete Prince of Wales Road.*
 „ 271.—*Eglwysrwr, Pembrokeshire. Delete M. Insert SB.*
 „ 283.—*Freemantle, Bournemouth. Delete entry.*
 „ 300.—*Gulval, Penzance. Delete entry.*
 „ 322.—*Hundon, Clare, Suffolk. Delete M.*
 „ 386.—*Murston, Sittingbourne. Delete entry.*
 „ 414.—*Under Plymouth, delete Regent Street.*
 „ 420.—*Prestwick, Ayrshire—New Prestwick. Insert | M. | .*
 „ 427.—*Insert Rerrin, Bantry. | M. | .*
 „ 428.—*Rigg, Carlisle, amend to read Rigg, Gretna, Dumfriesshire.*
 „ 437.—*St. John's Hill, Sevenoaks. Delete entry.*
 „ 440.—*Sandon, Royston, Herts. Delete M. Insert SB.*
 „ 445.—*Under Sevenoaks, delete St. John's Hill.*
 „ 451.—*Under Sittingbourne, delete Murston.*
 „ 485.—*Under Tunbridge Wells, delete Broadwater Down.*
 „ 486.—*Turnberry, Ayr. Insert | M. | .*
 „ 492.—*Under Waltham Cross, insert Freezywater | M. | .*

POST OFFICE



CIRCULAR.

TUESDAY, 6 MARCH, 1917.

No. 2340.

LETTERS FOR THE LONDON POSTAL AREA.

New and simpler method of address.

With this Circular there is sent to every Head Post Office for its own use and for distribution in its district,

- (a) a supply of copies of a list of principal Streets in London, showing in each case the initials of the Postal District and the number of the Office of Delivery, to which is prefixed a notice from the Postmaster General explaining the new system and urging its adoption by the public in London and their correspondents in the Provinces;
- (b) a notice to the public for exhibition in Post Offices generally;
- (c) a notice in the form of a leaflet suitable for distribution by postman.

A further supply of lists and leaflets will be despatched from the Stores Department to each Head Post Office.

Copies of the lists should be kept at the counter of every Post Office, and any one who wishes to consult a copy should be given every facility for doing so. Further, when the applicant is likely to make any use of it a copy should be supplied free of charge.

The notice to the public should be exhibited prominently in every Post Office as soon as received.

The leaflet should be freely distributed from every Delivery Office by postmen to any persons who are known to send letters to London in any appreciable number. And whenever as a consequence a copy of the list is asked for it should be supplied.

Generally, Postmasters and Sub-Postmasters should make it their business to supply copies of the list unasked for to all persons who are known to carry on a large correspondence, and no difficulty should be raised about supplying additional copies of the list to any reasonable number to any person, firm, or Company likely to make use of them.

Sub-Postmasters and Postmasters should apply in the ordinary way for any copies of the leaflet or list required in addition to the first supply.

A circular is being sent to Government Departments in London, Dublin and Edinburgh which invites their co-operation.

Special instructions are being sent to various Officers of the Post Office. But the Postmaster General expects the co-operation of all controlling and supervising Officers in every branch of the service in adopting the new method of address for all official communications.

Those Offices which require amended instructions as to the sorting of the Mails for London Offices will receive them through the Controller of the London Postal Service.

A memorandum of which a copy is being sent to each Head Postmaster has been issued to many Editors of newspapers. If, as a consequence, any application is made by a newspaper to a Head Postmaster, care should be taken to further by full explanation the giving of publicity to the new system. Branch Offices and Sub-Offices should refer newspapers to their Head Postmaster.

Sub-Offices—Change of Address.

The address of the undermentioned Sub-Offices has been changed:—

FROM	TO	Character of Office.
Cabra, Portadown	Cabra, Rathfriland, Co. Down	—
Hilltown, Portadown	Hilltown, Rathfriland, Co. Down	M.T.
Kilcoo, Portadown	Kilcoo, Rathfriland, Co. Down	—
Rathfriland, Portadown	Rathfriland, Co. Down	T Ex. M.T.

Correspondence should still circulate as for Portadown by all Mails.

The address of the undermentioned Sub-Offices has been changed:—

FROM	TO	Character of Office.
Newbiggin-on-Lune, Carnforth	Newbiggin-on-Lune, Penrith	M.
Ravenstonedale, Newbiggin-on-Lune, Carnforth	Ravenstonedale, Newbiggin-on-Lune, Penrith	M.T. nS.

Correspondence should circulate as for Penrith by all Mails.

The addresses of the undermentioned Sub-Offices have been changed:—

FROM	TO	Character of Office.
Ballyjamesduff, Co. Cavan	Ballyjamesduff, Kells	M.T.
Ballymachugh, Ballyjamesduff, Co. Cavan ..	Ballymachugh, Kells	—
Ballynarry, Ballyjamesduff, Co. Cavan	Ballynarry, Kells	—
Billis Bridge, Virginia, Co. Cavan	Billis Bridge, Kells	nS.
Castlecor, Oldcastle, Co. Meath	Castlecor, Kells	—
Castleraghan, Ballyjamesduff, Co. Cavan ..	Castleraghan, Kells	nS.
Crosserlough, Ballyjamesduff, Co. Cavan ..	Crosserlough, Kells	—
Drumore, Oldcastle, Co. Meath	Drumore, Kells	—
Eighter, Virginia, Co. Cavan	Eighter, Kells	—
Kildorough, Ballyjamesduff, Co. Cavan ..	Kildorough, Kells	—
Kilnaleek, Ballyjamesduff, Co. Cavan	Kilnaleek, Kells	M.T.
Lisgrey Cross Roads, Virginia, Co. Cavan ..	Lisgrey Cross Roads, Kells	nS.
Mount Nugent, Ballyjamesduff, Co. Cavan ..	Mount Nugent, Kells	M.T.
New Inn, Ballyjamesduff, Co. Cavan	New Inn, Kells	nS.
Oldcastle, Co. Meath	Oldcastle, Kells	M.T.
Ryefield, Virginia, Co. Cavan	Ryefield, Kells	nS.
Ross, Ballyjamesduff, Co. Cavan	Ross, Kells	M.T.
Virginia, Co. Cavan	Virginia, Kells	M.T.

Correspondence should circulate as for Kells by all Mails.

FOREIGN AND COLONIAL MAILS.**Parcels for Prisoners of War of Allied Nationalities.**

On and from the 20th instant the despatch of parcels to Prisoners of War of Allied Nationalities (other than officers) in Germany, Austria-Hungary, Bulgaria, and Turkey will be subject to the regulations now governing the despatch of parcels to British and Colonial Prisoners of War abroad (other than officers).

Form M. No. 142 has been reprinted and furnishes particulars of the Associations, &c., that have been authorized to deal with parcels for Prisoners of War of Allied Nationalities in enemy countries. A supply of the reprinted form is being issued with this Circular.

The revised form was in print before the new method of addressing letters for the London Postal Area, set forth in the Post Office Circular of the 6th instant, was brought into force, and Postmasters should have the addresses of Prisoners of War Associations, &c., in the London Postal Area amended in manuscript.

Parcels for Prisoners of War in Turkey.

According to information furnished by the Swiss Post Office, the transmission abroad of parcels addressed to Prisoners of War in Turkey is suspended; and, until further notice, Counter Clerks should not accept such parcels. This instruction applies to all parcels addressed to officers, non-commissioned officers, and men.

Letters for Prisoners of War in Turkey are not affected.

APPOINTMENTS.

Mr. T. C. Pearch, Postmaster of East Grinstead, to be Postmaster of Bletchley.
 Mr. A. E. Tyzack, Postmaster of Brandon, to be Postmaster of Cromer.

VACANCIES.

POSTMASTER OF BISHOP'S STORTFORD.—Salary, £295 a year.

SALARIED SUB-POSTMASTER OF AMLWCH, BANGOR.—Salary, £125 a year.

A knowledge of Welsh is necessary for the incoming Salaried Sub-Postmaster of Amlwch. He will be required to occupy an official residence for which he will be charged a rent at the rate of 14 per cent. of his salary. The accommodation comprises dining room, sitting room, four bedrooms, kitchen, pantry, outside washhouse, coalhouse and the usual offices.

The salary named in each case constitutes the entire remuneration for all branches of duty.

Candidates may offer themselves, through their superior officers, not later than the 12th of March.

The special attention of candidates is called to the rule which, in the case of vacancies or promotions, strictly prohibits them from applying except through their immediate superior officers. (See Staff Rules, Rule 28.)

The object of this regulation is to maintain the principle that promotion should be made solely with a view to the efficiency of the service, and on an impartial comparison of the qualifications of the candidates. In fairness to all the candidates it is not considered just that any one of them should be permitted to secure influential outside support which is not available for his competitors.

Any candidate who infringes this regulation renders himself liable to disqualification for appointment, and, in certain circumstances, to severer penalties.

Temporary Indoor Officers.

Temporary Male and Female Indoor Officers are required in the South Western District for Postal and Telegraph work.

Third class personal locomotion expenses are allowed.

Full particulars can be obtained from the Surveyor, Portsmouth. Candidates should apply through the usual official channels.

Males eligible for military service will not be accepted.

ARMY AND NAVY ALLOWANCES.

With reference to Rule 28 (b) (i) regarding Allowance Forms, Postmasters and Sub-Postmasters are reminded that Army Books bound in brown covers for the 13 weeks commencing the 7th of November, 1916, which still remain on hand, should be returned forthwith to the Issuing Authority at the address shown on the cover of the book.

ARMY ALLOWANCES.

Record of books recalled on forfeiture of allowance.

When an Army allowance is forfeited in consequence of the desertion of the soldier, or misconduct of the payee, the Paymaster will write the word "Forfeiture" in red ink on the recall notice (Army Form W. 3022). In any such case form Postmasters No. 567 should be similarly noted at the paying office, so that any person making application for payment of the allowance may be informed why payment cannot be made. The notification of forfeiture should also be available for the information of persons presenting a Form Postmasters No. 440.

Letters addressed to or sent by Messrs. Cunliffe, Russell & Co. of Paris.

Any letter, parcel or other postal packet addressed to "Messrs. Cunliffe, Russell & Co., 10 Rue du 4 Septembre, La Bourse, Paris," or purporting to be sent by that firm is, if found in the post, to be stopped and sent to Secretary (Home Mails), G.P.O. London, E.C. 1. Any application relating to any such packet should be referred direct and without acknowledgment to Secretary, London, in the same way.

Appropriation.—Old and New Votes.

Postmasters, Superintending Engineers, District Managers, and other paying Officers, are informed that all Salaries, Wages, Incidental Claims, &c., paid on or before the 31st of March, including payments to Sub-Postmasters, should, if practicable, be claimed in the appropriate Account not later than the 31st of March.

With the exception of Postmasters' Salaries, any claim paid but unavoidably held over until April should be shown separately in red ink, against the proper sub-head, in an April Account, with the words "Old Vote" against the entry.

Further, it should be noted that all Salaries for the month of March must be paid on the last day of the month. This does not, however, apply to fees payable to Medical Officers [*vide* Rule 566 (a) of the Rules for Head Post Offices, Part I.].

Army Letter Office—New Labels.

The Special Bundle and Bag Labels for the Dominions Army Letter Office referred to in the Post Office Circular of the 2nd of January, 1917, are now available, and will be distributed shortly, together with a new Letter Bundle Label for the Canadian Base P.O. The new bag label is numbered Postmasters 605.

Postmasters' Correspondence with the Public.

A new form, Postmasters No. 582, has been introduced for use by Postmasters and Salaried Sub-Postmasters for short letters. Supplies are being distributed to all Head Postmasters who should forward suitable quantities to the Salaried Sub-Offices under their control. Further supplies can be obtained on requisition in the usual way.

This form should not be enclosed in an envelope, but should be folded in three, addressed in the space provided and sealed by means of the gum at the edge. The form should not be used for a letter of a confidential character or containing a request for payment, or for a letter covering an enclosure, for which the ordinary official letter paper and envelopes should continue to be used.

Form 046 will not be reprinted. The existing stock should, however, be used up.

Returns of Registered Packets, &c.

With reference to the notice on page 304 of the Post Office Circular of the 14th of December, 1915, it should be noted that the suspension of the Daily Record of Registered Packets was intended to include the suspension of the record of Foreign and Colonial Parcels for which provision is made on the same form. Similarly, in the case of Forms M. No. 207 used for the quarterly and annual returns, it is not necessary that particulars of Licences issued, Telephone Subscribers' Accounts paid, &c., should continue to be furnished.

This notice does not affect the special returns of Foreign and Colonial Parcels which are furnished periodically to the A.G.D. by Offices receiving or despatching direct foreign mails, nor the quarterly returns of Licence transactions compiled from the Licence Stock and Sales Book, which will still be required. (See Head Office Rules, Part III., Rule 133, and Rules for Sub-Postmasters 470.)

Suspension of the Grimsby and Peterborough Sorting Carriage.

This Sorting Carriage will be suspended after the arrival at Grimsby on the morning of the 31st instant.

Letters and postal packets other than parcels formerly circulated on this Sorting Carriage for places in East Lincolnshire (except as stated below) should, in the absence of express instructions to the contrary, circulate to Peterborough by Mails reaching there not later than 1.30 a.m., and, subsequently, to the Great Northern T.P.O., Night Up, in the "cross post" bundles, or where there are enough letters, in "through" labelled bundles.

The Saturday night circulation should be on Peterborough as there will be no Sunday service along the East Lincolnshire line.

Letters for the undermentioned Sub-Offices should circulate by Day Mail on Grimsby and by Night Mail on the Tamworth-Lincoln Sorting Carriage:—

Barnetby, Lines.	Elsham, Lines.	Immingham, Harbrough, Lines.
Brocklesby, Lines.	Gt. Coates, Lines.	Stallingborough, Lines.
Caistor, Lines.	Harbrough, Lines.	Ulceby, Lines.
East Halton, Lines.	Healing, Lines.	Worlaby, Lines.

Post Office Guide (Supplement).

ALTERATIONS TO THE LIST AT PAGES 17 TO 82.

Bengeo, Hertford. } —Substitute "t" for "T" in 2nd column.
HERTFORD, Bengeo. }
St. John's Hill, Sevenoaks. } —Office closed.
SEVENOAKS, St. John's Hill. }
 †Sandford and Banwell Station.—Substitute "rD" for "D" in 2nd column.
 †Upton Station.—Substitute "nD" for "D" in 2nd column.

Temporary Branch Offices at Camps.

Army Camp, Thetford.—A temporary branch office has been opened at this Camp.

Telegraph business is transacted.

The hours of attendance are 9 a.m. to 1 p.m. and 3 p.m. to 7 p.m. on week-days. There is no attendance on Sundays.

Letters, Parcels and Telegrams should circulate viâ Thetford.

TELEPHONES.

Use of Call Office Telephones by (1) Officials of the Ministry of Munitions,
 (2) Inspectors of the National Health Commission and the Board of Agriculture.

Calls made by Officials of the Ministry of Munitions must be paid for in future.

Complaint has been made by the National Health Commission (England) and by the Board of Agriculture that at Public Call Offices in Post Offices in various parts of the country their officials have not been allowed to originate free calls on Government business. Such calls should be accepted free under the long standing arrangements that established officials of most Government Departments may furnish certificates in lieu of payment for calls on the business of the Department to which the officials are permanently attached.

Parcel Post to Denmark.

With reference to the notice in the Post Office Circular of the 20th of February last, the postage to be prepaid on parcels intended for transmission to Denmark by way of Norway has been reduced to 1s. 10d., 2s. 2d., and 2s. 6d. for parcels not exceeding 3 lb., 7 lb., and 11 lb. respectively. Working copies of the Post Office Guide should be noted accordingly.

Parcel Post to Madeira.

Parcels for Madeira can be forwarded via France and Spain to Lisbon, and thence by Portuguese Packet. Working copies of the April edition of the Post Office Guide should be amended as follows:—

PAGE 682. Madeira:—Insert a further entry—

Col. 2.	Col. 3.	Col. 4.	Col. 7.
		3 lb. 7 lb. 11 lb.	
	Daily.	1s. 11d. 2s. 3d. 2s. 7d.	C 5
Via France, Spain and Portugal.			

Parcel Post to South Africa.

Walfish Bay is no longer a free port; and the entry on the subject against South Africa—British in column 8 on page 707 of working copies of the Post Office Guide should be deleted.

Parcels for South West Africa.

The amount of the deposit to be paid in respect of parcels for the above-mentioned Territory by senders desiring to undertake the payment of the Customs and other charges ordinarily payable by the addressees will in future be 1s. for each 4s., or fraction of 4s., of the value of the parcel, with a minimum deposit of 5s. as in the case of parcels for the Union of South Africa.

Working copies of the Post Office Guide should be corrected by the addition of the words "South West Africa" between "Southern Rhodesia" and "the Union of South Africa" in the last paragraph on page 63; and copies on hand of Form Postmasters No. 416 should be suitably amended in manuscript.

Post Office Guide—April, 1917.

The following corrections, some of which have been notified in recent Circulars, should be made in working copies of the new (April, 1917) issue of the Post Office Guide:—

PAGE 637. Portugal, Column 9. To the list of Prohibited Articles add,—celluloid or articles made of celluloid.

PAGE 666. In consequence of a printer's error, the rate of postage on parcels for Costa Rica over 7 lb. in weight is shown in column 4 as 21s. instead of 2s. 10d. The necessary amendment should be made.

PAGES 674-675. Parcel Post to German East Africa. Parcels may now be accepted for transmission to certain districts, mentioned below, in German East Africa. There is at present no Parcel Post to other parts of the Territory.

Substitute for present entry:—

Col. 1	2	3	4	5	6	7	8
German East Africa.	P. & O. Line to Aden and thence by British Steamship as opportunity offers.	Weekly ...	3lb. 7lb. 11lb. 1 0 2 0 3 0	—	3½	6	A
(a) Tanga, Korogwe Mombo, Taveta Moschi, Wilhelmstal.							<i>Prohibitions:—</i> (a) Same as British East Africa. (b) Same as Nyasaland.
(b) Provinces of Bismarckburg, New Langenburg, Iringa and Songea.	Harrison Rennie Line. Union Castle Line.	Irregular, about once a fortnight. Dates uncertain	3 0 4 0 5 0	—	3½	6	A
							<i>Observations:—</i> No compensation is paid for the loss or damage of parcels or their contents.

Temporary Indoor Officers.

Temporary Male and Female Indoor Officers are required in the South Western District for Postal and Telegraph work.

Males eligible for military service will not be accepted.

Experienced Female Temporary Telegraphists are required in the Central Telegraph Office.

Third class personal locomotion expenses are allowed.

Full particulars can be obtained from the Surveyor, Portsmouth, or the Controller, Central Telegraph Office, London, E.C. 1, as the case may be.

Candidates should apply through the usual official channels.

Ministry of Munitions of War.—Form of Certificate for obtaining priority for work (Form 977).

A supply of the above-mentioned form has been distributed to all Head Offices, Branch Offices and Salaried Sub-Offices. It is intended that the forms shall also be obtainable by the public on requisition at any Money Order Office and on receipt of an application for the form at any such Office which does not normally stock the forms the requisite number should be obtained as expeditiously as possible from the Head Office of the district.

Care should be taken that supplies of the form are continuously available at all Head Offices, Branch Offices and Salaried Sub-Offices. Further supplies can be obtained by Head Postmasters by requisition on form Postmasters No. 1056. The form should be requisitioned as "Form 977."

The forms are merely to be handed to the public on application and it will not be necessary for counter officers to furnish any information in reply to enquiries in connexion therewith.

TO POSTMASTERS AND SUB-POSTMASTERS IN ENGLAND, WALES AND SCOTLAND.

NATIONAL SERVICE.

Forms to be kept in stock at all Post Offices.

Attention is directed to the notice on this subject on page 55 of the Post Office Circular of 6th February, 1917.

Complaints have been received that the stock of forms has been allowed to run out at a number of offices. Postmasters and Sub-Postmasters are requested to pay particular attention to these forms and to see that a proper supply is available for distribution to applicants without delay.

BANK HOLIDAY IN IRELAND, 17th MARCH, 1917.**Stamps and Licences.**

Postmasters in Ireland are informed that applications for Stamps and Licences cannot be attended to on Saturday, 17th March, 1917.

Remittances, &c.

Remittances, &c., can neither be received at, nor despatched from, the Chief Office in Dublin on Saturday, 17th March. This does not apply to Accountable Receipts, which should be forwarded as usual.

Sub-Offices—Change of Address.

The address of the undermentioned Sub-Offices has been changed:—

FROM	TO	Character of Office.
Ballygawley, Dungannon	Ballygawley, Portadown	M.T.
Cabragh, Dungannon	Cabragh, Portadown	nS.
Killeeshill, Dungannon	Killeeshill, Portadown	

The circulation should be as for Portadown by all Mails.

The address of the undermentioned Offices has been changed:—

FROM	TO	Character of Office.
Ardagh, Kells	Ardagh, Kingscourt, Co. Cavan	nS.
Kilmainhamwood, Kells	Kilmainhamwood, Kingscourt, Co. Cavan	M.T.
Kingscourt, Kells	Kingscourt, Co. Cavan	
Magheracloone, Kells	Magheracloone, Kingscourt, Co. Cavan ..	

The circulation should be as for Dublin by all Mails.

Stamped Postal Stationery.—Disposal of stocks in excess of ordinary requirements.

In view of difficulty in obtaining from the contractors adequate supplies of stamped postal stationery, it is undesirable that surplus stocks of any kind of stationery for which the demand is small should be kept on hand at any Post Office. Any supply of such articles as reply postcards, penny postcards, penny wrappers or large registered letter envelopes which is in excess of the ordinary requirements of the Office should be disposed of in accordance with Rules for Head Post Offices Part III. 89 (a) or Rules for Sub-Postmasters 114 (a).

POSTAL DRAFTS.

Not to be cashed when signature of person authorizing issue is not filled in.

All Postal Drafts either bear the lithographed signature of the person authorizing payment or contain a space for a written signature. Drafts of the latter type must not be cashed unless a signature is inserted in the space. The necessary correction to Rule 2 of Rules regarding Postal Drafts will be issued shortly.

FOREIGN AND COLONIAL MAILS.

Parcels for Prisoners of War Abroad.—Amendments to List of Associations.

A Correction Slip to the revised List of Associations (Form M. No. 142) was issued with the Circular of 27th March. If a Postmaster requires a further supply he should apply in the usual way to the Controller, Stores Department, Studd Street Depôt, London, N. 1. A suitable mark should be made against the entries in the List affected by the Correction Slip, which should be attached to the List.

Parcels for British and Allied Prisoners of War.

Considerable inconvenience and unnecessary labour are at present being caused by failure on the part of Counter Officers to observe the regulation that no parcel containing food-stuffs or clothing intended for a prisoner of war—other than an officer—of any nationality, British or Allied, may be accepted for transmission to the Association care of which it is addressed.

All officers concerned are, therefore, again reminded of the importance of observing this regulation. The attention of any person tendering a parcel containing food-stuffs or clothing for ultimate transmission to a prisoner of war, British or Allied—other than an officer—should be drawn to Rule 10 of the leaflet Postmasters No. 559.

Documents relating to Foreign Parcels—Method of Transmission.

In consequence of the many cases which continue to come under notice of the loss of Despatch Papers and other documents relating to parcels for Foreign countries during their transit to the offices of exchange in this country, the special attention of Officers dealing with parcels for Foreign Countries should be drawn to the following instructions:—

The papers (Despatch Note, Customs Declarations, etc.) should be attached to the parcel to which they refer by means of its string, or of string used for the purpose. They should be folded once over the string; and the fold of the papers should be secured by a stout pin. When parcels with papers not adequately secured are observed in transit, the papers should be fastened before they are further despatched. The pins used for this purpose should be of a stout pattern; and every care should be taken to ensure that the papers do not become detached during transmission.

Rules 21 (e) and 43 (b) of the Rules for Head Postmasters (Foreign and Colonial Parcel Post) contain clear instructions as to the treatment of parcels found in transit to be without papers.

Postmasters at forwarding Offices will assist the smooth working of the Parcel Post with Foreign Countries if they will take measures to see that these instructions are properly observed at their Offices and at Offices forwarding to them parcels for places abroad. In particular, it is very necessary that Despatch Papers found loose should be connected with the relative parcels, when possible, before the parcels are further despatched.

War Expenditure.—Form Postmasters No. 1.

Payments to Scale Payment Sub-Postmasters for special attendance for telegraph and telephone work on behalf of other Government Departments, whether in the form of late and disturbance fees, weekly allowances, or overtime payments, must be shown on this form under Statement I(3). The totals entered under this section should in future be divided into two amounts, in respect of (a) telegraph and (b) telephone work.

Expenditure in connexion with "Air Raid Services" should continue to be shown under Statement I(5), in accordance with the notice in the Post Office Circular of 18th April, 1916.

Inland Newspaper Rate.

The "List of Newspapers, Clubs, &c., placed on the Register at the General Post Office" (Postmasters No. 1099) will not be reprinted this year. Copies of the List issued in June, 1915, as amended by subsequent notices in the Post Office Circular, should remain in use until further notice.

A few copies of the List issued in June, 1915, are available for use at Offices where the present list is worn out. Application should be made to the Controller, Stores Department.

The following alterations should be made in the List:—

Enter Investment Notes (Bank Buildings, Kingsway, W.C.).

Erase (Londonderry) Sprig of Shillelagh.

„ Sprig of Shillelagh (Londonderry).

TELEGRAPHS.

NOTE.—(*) To be entered in the Telegraph Circulation Book.

(†) „ „ Index of Codes.

Alterations in the Telegraph Circulation Book and the Index of Codes as regards Offices already open.

*Page 25. *Dinas Mawddwy, R.S.*—Office closed. Delete entry.

* „ 31. *Firbeck*.—Enter. (Office re-opened).

†(Code QRH). *Charlton, Old Charlton*.—Office closed. Delete entry.

CONTRACTED SIGNALS.

The entries as regards the Charlton Post Offices should now read:—

Charlton B.O.....	Charlton.
Charlton, Woolwich Road (242)	Charlton A.

Post Office Guide (April issue).

ALTERATIONS.

†*Dinas Mawddwy Stn.*—Office closed. Delete entry.

Firbeck, Rotherham.—Office re-opened for telegraph business (the closing was notified in the Post Office Circular of the 13th February, 1917).—Insert "T" in 2nd column.

Post Office Guide (Supplement).

ALTERATIONS TO THE LIST AT PAGES 17 TO 82.

BLACKBURN, Dukes Brown.—Office re-opened for telegraph business.—Insert "t" in 2nd column and delete entry in 3rd column.

RUGBY.—In 3rd column, alter hours of attendance to read "8 a.m. to 8 p.m., Sundays, 5 p.m. to 6 p.m."

Post Office Guide.—Additions and Alterations.—(continued).

Bradfield, Manningtree, Essex.
 Bradwell-on-Sea, Southminster, Essex.
BRAINTREE.

Bramerton, Norwich.
 Bramford, Ipswich.
 Brampton, Wangford, Suffolk.
 Brancaster, King's Lynn.

BRANDON.
 Brantham, Manningtree, Essex.
 Braughing, Ware.
 Brent Pelham, Buntingford, Essex.
BRENTWOOD.

BRENTWOOD, Shenfield.
BRENTWOOD, Warley Common.
 Brettenham, Ipswich.
 Brightlingsea, Colchester.

Brinkley, Newmarket.
 Brisley, Elmham, Norfolk.
 Broadley Common, Waltham Cross.
 Brockdish, Scole, Norfolk.

Brooke, Norwich.
 Broomfield, Chelmsford.

Broxbourne, Herts.

Brundall, Norwich.

Buckhurst Hill, Essex.

Bulmer, Sudbury, Suffolk.

BUNGAY.

Buntingford, Herts.

Bures, Suffolk.

Burlingham, Norwich.

Burnham Market, King's Lynn.

Burnham-on-Crouch, Essex.

Burnt Fen, Mildenhall, Suffolk.

Burnt Mill, Harlow.

Burwell, Cambridge.

BURY ST. EDMUND'S.

Bush Hill Park, Enfield, Middlesex.

Buxton, Norwich.

Caister-on-Sea, Great Yarmouth.

Canvey Island, South Benfleet, Essex.

Capel, Ipswich.

Carleton Rode, Attleborough.

Castle Acre, Swaffham.

Castle Camps, Cambridge.

Castle Hedingham, Essex.

Castle Rising, King's Lynn.

Caston, Attleborough.

Catfield, Great Yarmouth.

Cattawade, Manningtree, Essex.

Cavendish, Suffolk.

Cavenham, Mildenhall, Suffolk.

Cawston, Norwich.

Caxton, Cambridge.

Chadwell Heath, Essex.

Charsfield, Wickham Market, Suffolk.

Chelmondiston, Ipswich.

CHELMSFORD.

Cheshunt, Waltham Cross.

Cheveley, Newmarket.

Chevington, Bury St. Edmund's.

Chigwell Row, Essex.

Chippenham, Ely.

CLACTON-ON-SEA.

Clare, Suffolk.

Clavering, Newport, Essex.

Claydon, Ipswich.

Cley, Norfolk.

Cockfield, Bury St. Edmund's.

Cockley Cley, Swaffham.

Coddenham, Ipswich.

Coggeshall, Essex.

COLCHESTER, The Hythe.

Coltishall, Norwich.

Comberton, Cambridge.

Combs, Stowmarket.

Coney Weston, Bury St. Edmund's.

Copdock, Ipswich.

Corton, Lowestoft.

Costessey, Norwich.

Cottenham, Cambridge.

Cowlinge, Newmarket.

Croxton, Thetford.

Culford, Bury St. Edmund's.

Dagenham, Romford.

Dalham, Newmarket.

Danbury, Chelmsford.

Dane End, Ware.

Darsham, Saxmundham.

Debenham, Stowmarket.

Dedham, Colchester.

Dennington, Framlingham, Suffolk.

Denston, Newmarket.

DEREHAM.

Dersingham, King's Lynn.

Dickleborough, Scole, Norfolk.

DISS.

Ditchingham, Bungay.

Docking, King's Lynn.

DOWNHAM.

Drayton, Norwich.

Drinkstone, Bury St. Edmund's.

Dry Drayton, Cambridge.

DUNMOW.

Dunwich, Saxmundham.

Duton Hill, Dunmow.

Duxford, Cambridge.

Earl's Colne, Essex.

Earl Soham, Framlingham, Suffolk.

East Bergholt, Colchester.

East Hanningfield, Chelmsford.

East Harling, Thetford.

Easton, Wickham Market, Suffolk.

East Rudham, King's Lynn.

WAR SAVINGS CERTIFICATES.

Repayments of £9 6s. or over not to be made without Advice.

On and from the 21st instant a new form of Warrant (M.O.D. No. 275) with an undercopy Advice will be used for all Repayments of War Savings Certificates amounting to £9 6s. or over. The Warrant must only be paid at the Office upon which it is drawn and before payment it must be carefully compared with the relative Advice.

No Warrant issued on or after the 21st instant for an amount of £9 6s. or over may be paid unless the Postmaster has received an Advice.

The instructions given in the Post Office Circular of the 30th of January last under the heading "Repayment" must be carefully observed in dealing with all War Savings Repayment Warrants.

Rowland Hill Benevolent Fund.

TO POSTMASTERS, SUPERINTENDING ENGINEERS, &C., WHO ARE NOW PAYING GRANTS MADE BY THE TRUSTEES OF THE FUND.

Postmasters, &c., are reminded that they should claim not later than the 31st of March all payments made by them up to that date in connexion with grants from the Rowland Hill Benevolent Fund.

The form to be used when claiming the amounts and forwarding the receipts is attached to the instructions issued by the Secretary of the Fund in the case of each grant.

Applications for Stamps and Licences.

TO POSTMASTERS IN SCOTLAND.

Stamps and Licences will not be issued from the Inland Revenue Office, Edinburgh, on Monday, the 2nd of April. Requisitions should be regulated accordingly.

Acknowledgment of supplies of Stamps issued to Postmasters by the Controller of Stamps Department.

The Requisition forms or Invoices which are received with supplies of Stamps, Stamped forms, or Stamped executed documents (including Increment Value Duty cases) issued by the Controller of Stamps Department should not in future be returned to that Department. Commencing with the invoices dated the 2nd of April next, all such Forms should, as soon as the consignment of Stamps, Documents, &c., has been received and checked, be signed and carefully filed by the Postmaster or Sub-Postmaster concerned. This will make the procedure uniform as regards Stamps, &c., received from the Post Office Stores Department and from the Controller of Stamps, Inland Revenue Department (see Post Office Circular of 18th April, 1916, page 164).

Rules for Postmen in London.

A Correction Slip (No. 13) to the Rules for Postmen in London is issued with this Circular. Copies of the book should be amended accordingly, the officer responsible making the necessary entries in and initialling the table at the beginning of the book.

Letters addressed to, or sent by, Drew Clifton or his Wife.

Any letter, parcel or other postal packet addressed to, or purporting to be sent by, Drew Clifton or his wife, carrying on business under their own names or those (amongst others) of "Zazra," "Hashu," "Hasan Wadi," or "Victor Despard," at 91 Maida Vale and 35A Warwick Avenue, London, W. 9, or at Clifton Court, London, W. 2, is being stopped in the post.

No Postmaster, other than the Postmaster who has received special instructions, need take any steps with a view to the detention of such a postal packet, but any application relating to any such postal packet should be referred direct and without acknowledgment to the Secretary (Home Mails), G.P.O., London, E.C. 1.

8

Post Office Guide.—Additions and Alterations.—(continued).

Herongate, Brentwood.
 Herringswell, Mildenhall, Suffolk.
HERTFORD.
HERTFORD, *Bengeo*.
 Hertford Heath, Hertford.
 Hertingfordbury, Hertford.
 Hethersett, Norwich.
 Heybridge, Maldon.
 Heybridge Basin, Maldon.
 Heydon, Royston, Herts.
 Hickling, Norwich.
 High Beech, Loughton, Essex.
 High Cross, Ware.
 High Easter, Chelmsford.
 High Roding, Dunmow.
 Highwood, Chelmsford.
 Hilgay, Downham.
 Hillington, King's Lynn.
 Hindringham, Walsingham, Norfolk.
 Hingham, Attleborough.
 Hintlesham, Ipswich.
 Hinxton, Great Chesterford, Essex.
 Histon, Cambridge.
 Hockley, Essex.
 Hockwold, Brandon.
 Hoddesdon, Herts.
 Holbrook, Ipswich.
 Hollesley, Woodbridge.
 Holme, King's Lynn.
 Holt, Norfolk.
 Honing, Norwich.
 Honingham, Norwich.
 Hopton, Great Yarmouth.
 Hopton, Thetford.
 Hornchurch, Romford.
 Horndon-on-the-Hill, Stanford-le-Hope, Essex.
 Horning, Norwich.
 Horringer, Bury St. Edmund's.
 Horsey, Great Yarmouth.
 Horsford, Norwich.
 Houghton, King's Lynn.
 Hoxne, Eye, Suffolk.
 Hundon, Clare, Suffolk.
 Hunsdon, Ware.
 Hunstanton, Norfolk.
 Hutton, Brentwood.

ILFORD.

ILFORD, *Seven Kings*.
 Ilketshall St. Margaret, Bungay.
 Ingatestone, Essex.
IPSWICH, *St. John's*.
 Isleham, Ely.
 Ixworth, Bury St. Edmund's.

Kelvedon, Essex.
 Kelvedon Common, Brentwood.
 Kenninghall, Thetford.

Kentford, Newmarket.
 Kessingland, Lowestoft.
KING'S LYNN.
 Kirtling, Newmarket.
 Kynochtown, Stanford-le-Hope, Essex.

Lackford, Bury St. Edmund's.
 Lakenheath, Brandon.
 Langdon Hills, Romford.
 Langham, Colchester.
 Latchingdon, Maldon.
 Lavenham, Suffolk.
 Lawshall, Bury St. Edmund's.
 Laxfield, Framlingham, Suffolk.
 Leaden Roding, Dunmow.
 Leigh-on-Sea, Essex.
 Leiston, Suffolk.
 Lexden, Colchester.
 Lidgate, Newmarket.
 Linton, Cambridge.
 Litcham, Swaffham.
 Little Baddow, Chelmsford.
 Little Bromley, Manningtree, Essex.
 Littlebury, Saffron Walden.
 Little Clacton, Weeley, Essex.
 Little Downham, Ely.
 Little Dunham, Swaffham.
 Little Dunmow, Chelmsford.
 Little Easton, Dunmow.
 Littleport, Ely.
 Little Waltham, Chelmsford.
 Loddon, Norwich.
 Lode, Cambridge.
 Long Melford, Suffolk.
 Long Stanton, Cambridge.
 Long Stratton, Norfolk.
 Loughton, Essex.
LOWESTOFT, *Pakefield*.
 Ludham, Great Yarmouth.

Madingley, Cambridge.

MALDON.

Manningtree, Essex.
 Manuden, Stansted, Essex.
 Margaretting, Ingatestone, Essex.
 Marham, Downham.
 Marks Tey, Colchester.
 Marlesford, Wickham Market, Suffolk.
 Marsham, Norwich.
 Martham, Great Yarmouth.
 Matching Green, Harlow.
 Mattishall, Dereham.
 Melbourn (Cams), Royston, Herts.
 Meldreth, Royston, Herts.
 Mellis, Eye, Suffolk.
 Melton, Woodbridge.
 Melton Constable, Norfolk.
 Mendlesham, Stowmarket.

Parcel Post to German East Africa.

Parcels may now be accepted for transmission to certain districts, mentioned below, in German East Africa. There is at present no Parcel Post to other parts of the Territory.
The following alteration should be made in the January Supplement to the Post Office Guide:—

PAGES 144-145. Substitute for present entry:—

Col. 1	2	3	4	5	6	7	8
German East Africa. (a) Tanga, Korogwe Mombo, Taveta Moschi, Wilhelmstal.	P. & O. Line to Aden and thence by British Steamship as opportunity offers.	Weekly ...	3lb. 7lb. 11lb. 1 0 2 0 3 0	—	3½	6	Prohibitions:—(a) Same as British East Africa. (b) Same as Nyasaland. Observations:—No compensation is paid for the loss or damage of parcels or their contents.
(b) Provinces of Bismarckburg, New Langenburg, Iringa and Songea.	Harrison Rennie Line. Union Castle Line.	Irregular, about once a fortnight. Dates uncertain	3 0 4 0 5 0	—	3½	6	

POSTAL ORDERS.

Disposal of Paid Postal Drafts.

All Paid Postal Drafts bearing a colour band must be treated strictly in accordance with Rule 4 of the Instructions regarding Postal Drafts, i.e., the Paid Drafts must be sent each day in the special envelope provided for the purpose (No. 268 or No. 267) enclosed in the remittance letter to the Head Postmaster or to the Metropolitan Office of Account.

The special form of Postal Draft for payment of additional Allowances for children, printed on white paper and marked "Army Services," should continue to be included with Army and Navy, &c., Allowance forms on docket No. 444 as directed in the Post Office Circular of the 25th of January, 1917.

Loss of Pass Card.

The Pass Card, particulars of which follow, is missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting this card or using it as a credential.

NAME. NUMBER.
H. F. Witherington E. 2581.

Post Office Guide.—Additions and Alterations.—(continued).

Saxthorpe, Norwich.
 Scole, Norfolk.
 Sedgeford, King's Lynn.
Seven Kings, Ilford.
Shenfield, Brentwood.
 Sheringham, Norfolk.
 Shipdham, Thetford.
 Shoeburyness, Essex.
 Shotesham, Norwich.
 Shotley, Ipswich.
 Shotley Gate, Ipswich.
 Sible Hedingham, Essex.
 Sicklesmere, Bury St. Edmund's.
 Sidestrand, Cromer.
 Six Mile Bottom, Newmarket.
 Smallburgh, Norwich.
 Snape, Saxmundham.
 Snettisham, King's Lynn.
 Soham, Cambs.
 Somerleyton, Lowestoft.
 South Benfleet, Essex.
 SOUTHEND-ON-SEA.
 SOUTHEND-ON-SEA, *Prittlewell.*
 Southery, Downham.
 Southminster, Essex.
 South Ockendon, Romford.
 South Pickenham, Swaffham.
 Southrepps, Norwich.
 South Weald, Brentwood.
 Southwold, Suffolk.
 South Woodham, Chelmsford.
 Sporle, Swaffham.
 Springfield, Chelmsford.
 Stalham, Norwich.
 Standon, Ware.
 Stanford-le-Hope, Essex.
 Stanhoe, King's Lynn.
 Stanstead Abbots, Ware.
 Stansted, Essex.
 Stanton, Bury St. Edmund's.
 Stapleford Tawney, Romford.
 Stebbing, Chelmsford.
 Steeple Bumpstead, Haverhill, Suffolk.
 Stetchworth, Newmarket.
 Stiffkey, Wells, Norfolk.
 Stinstead, Braintree.
 Stock, Ingatestone, Essex.
 Stoke, Clare, Suffolk.
 Stoke-by-Nayland, Colchester.
 Stoke Ferry, Norfolk.
 Stoke Holy Cross, Norwich.
 Stonham, Stowmarket.
 Stow Bridge, Downham.
 Stowlangtoft, Bury St. Edmund's.
 STOWMARKET.
 Stow St. Mary's, Maldon.
 Stradbroke, Eye, Suffolk.
 Stratford St. Mary, Colchester.

Stretham, Ely.
 Stutton, Ipswich.
 SUDBURY, SUFFOLK.
 Sutton, Ely.
 SWAFFHAM.
 Swaffham Bulbeck, Cambridge.
 Swaffham Prior, Cambridge.
 Swanton Morley, Dereham.
 Swanton Novers, Melton Constable, Norfolk.
 Swavesey, Cambridge.
 Syderstone, King's Lynn.

Tacolneston, Norwich.
 Takeley, Bishop's Stortford.
 Tendring, Weeley, Essex.
 Terling, Witham.
 Terrington St. Clement, King's Lynn.
 Thaxted, Dunmow.
The Hythe, Colchester.
 Therfield, Royston, Herts.
 THETFORD.
 Theydon Bois, Epping.
 Thorndon, Eye, Suffolk.
 Thornham, King's Lynn.
 Thorpe, Norwich.
 Thorpe-le-Soken, Essex.
 Thriplow, Royston, Herts.
 Thundersleigh, Rayleigh, Essex.
 Thurlow, Suffolk.
 Thurston, Bury St. Edmund's.
 Thuxton, Attleborough.
 Tilbury, Essex.
 Tillingham, Southminster, Essex.
 Tiptree, Essex.
 Tittleshall, Swaffham.
 Tivetshall, Norwich.
 Tollesbury, Witham.
 Tolleshunt D'Arcy, Witham.
 Trimingham, North Walsham.
 Trimley, Suffolk.
 Troston, Bury St. Edmund's.
 Trowse, Norwich.
 Trumpington, Cambridge.
 Tunstall, Suffolk.

Ufford, Woodbridge.
 Upminster, Essex.
Upper Hellesdon, Norwich.
 Upshire, Waltham Cross.

Wakes Colne, Essex.
 Walsham-le-Willows, Bury St. Edmund's.
 Walsingham, Norfolk.
Waltham Abbey, Waltham Cross.
 WALTHAM CROSS.
 WALTHAM CROSS, *Waltham Abbey.*
Walton, Felixstowe, Suffolk.
 Walton-on-the-Naze, Essex.

POST OFFICE RELIEF FUND—(continued).

The assistance given by the Post Office Relief Fund to prisoners of war is limited to the above parcels. Enquiries with regard to the sending of bread, clothing, tobacco or other additional comforts which may be allowed by the regulations, should be addressed to the appropriate Regimental Association or Packing Agency, as indicated in the list which can be seen at every Post Office.

NATIONAL SERVICE.

Letters sent by or addressed to Local Committees not exempt from postage.

It appears that the scope of the special arrangements for acceptance of circulars without prepayment authorized in the Post Office Circular of 27th February is not everywhere understood.

The special arrangements were intended to apply only to circulars posted in large numbers containing some special appeal with reference to National Service. Probably most of the Committees who intend to issue such appeals have by now despatched them: if any circulars are tendered after the end of this month they should be accepted but the matter should be reported.

Local National Service Committees and Local Authorities are required to prepay all letters and postal packets other than Circulars tendered in considerable numbers which they despatch on National Service business.

All communications addressed to such bodies should also be prepaid, and if not prepaid are liable to surcharge. This applies to printed postcards issued by the Committees to be used for sending replies to the Circulars unless the cards bear the printed "Official Paid" design.

New Sub-Office.

On the 2nd of April, a new Sub-Office will be opened at Eastriggs (Annan), (M.T. nS.), for the transaction of postal and telegraph business of all kinds. The address will be—

Eastriggs,

Dumfriesshire.

The hours of attendance will be 9.0 a.m. to 1.0 p.m. and 3.0 p.m. to 7.0 p.m. for counter business, and 9.0 a.m. to 7.0 p.m. for telegraph work. The transmitting Office will be Gretna.

Special instructions will be issued with regard to the circulation of letters.

On and from the same date, the address of the Dornock Sub-Office will be changed—

FROM

TO

Dornock, Annan M.T. nS. Dornock, Eastriggs, Dumfriesshire M.T. nS.

Sub-Offices—Change of Control.

On the 1st April, the undermentioned Sub-Offices will be transferred from the control of the Postmaster of Newton Abbot to that of the Postmaster of Exeter and the postal address will be changed as follows:—

FROM	TO	Character of Office.
Crockernwell, Newton Abbot	Crockernwell, Exeter	nS.
Drewsteignton, "	Drewsteignton, "	Ex. M.T. nS.

After the night of the 30th March, the circulation should be as for Exeter by all Mails.

Sunningdale Camp, Ascot.

A temporary Branch Post Office has been opened at the above Camp.

Letters and telegrams should circulate via Ascot.

PROHIBITED ARTICLES.**Inland Post.—Advertising Circulars.**

By an order dated the 2nd of March which operates as from the 24th of March and which is called the "Paper Restriction Order, 1917," the Board of Trade have made regulations with the object (amongst other objects) of restricting the sending of advertisements by Inland Post.

No Postmaster should at present take any independent action in the way of stopping such matter in the post. If in exceptional circumstances it is represented to him that certain postal packets (e.g. open book or sample packets) in course of transmission by post are being sent in contravention of the order he should, if the representation comes from any competent and well informed person concerned with its execution (e.g. a police officer of high rank), detain the packets provisionally and submit the matter direct to Secretary (Home Mails), General Post Office, London, E.C. 1, with a specimen.

Any person who applies to any officer of the Postmaster General for exemption from the operation of the order should be at once referred to the Secretary to the Royal Commissioners on Paper, Central House, Kingsway, London, W.C. 2.

Sub-Offices—Change of Address.

The address of the undermentioned Sub-Offices will be changed on the 29th of April:—

FROM	TO	Character of Office.
Blackboys, Sussex	Blackboys, Uckfield	M.
Brightling, Sussex	Brightling, Heathfield Tower, Sussex ..	M.T.
Cross-in-Hand, Sussex	Cross-in-Hand, Tunbridge Wells	M.T.
Waldron, Cross-in-Hand, Sussex	Waldron, Tunbridge Wells	M.T.
Laughton, Shortage, Sussex	Laughton, Lewes	M.T.
Ripe, Sussex	Ripe, Lewes	M.
Shortage, Sussex	Shortage, Lewes	—

The circulation should be in accordance with the new address by all mails commencing with the night mail of the 29th instant.

The address of the undermentioned Sub-Office has been changed:—

FROM	TO	Character of Office.
Silecroft, Cumberland	Silecroft, Millom, Cumberland	M. nS.

Correspondence should circulate as for Millom by all Mails.

The address of the undermentioned Sub-Offices has been changed:—

FROM	TO	Character of Office.
Brough, Kirkby Stephen, Westmorland	Brough, Penrith	T Ex. M.T.
Crosby Garrett, Kirkby Stephen, Westmorland	Crosby Garrett, Penrith	M. nS.
Kirkby Stephen, Westmorland	Kirkby Stephen, Penrith	T Ex. M.T.
Outhgill, Kirkby Stephen, Westmorland	Outhgill, Penrith	nS.
Soulby, Kirkby Stephen, Westmorland	Soulby, Penrith	M. nS.
Winton, Kirkby Stephen, Westmorland	Winton, Penrith	nS.

Correspondence should circulate as for Penrith by all Mails.

The address of the undermentioned Sub-Offices has been changed:—

FROM	TO	Character of Office.
Arlecdon, Frizington, Cumberland	Arlecdon, Carnforth	M. nS.
Arnside, Westmorland	Arnside, Carnforth	T Ex. M.T.
Beckermert, Cumberland	Beckermert Carnforth	M.
Bigrigg, Carnforth	Bigrigg, Carnforth	—
Boot, Cumberland	Boot, Cumberland	nS.
Calderbridge, Beckermert, Cumberland	Calderbridge, Carnforth	M.T.
Cark-in-Cartmel, Lancashire	Cark-in-Cartmel, Carnforth	M.T.
Cleator, Cumberland	Cleator, Carnforth	M.T.
Cleator Moor, Cumberland	Cleator Moor, Carnforth	T Ex. M.T.
Egremont, Cumberland	Egremont, Carnforth	T Ex. M.T.
Ennerdale Bridge, Cleator, Cumberland	Ennerdale Bridge, Carnforth	nS.
Eskdale, Cumberland	Eskdale, Carnforth	M.T. nS.
Flookborough, Cark-in-Cartmel, Lanes.	Flookborough, Carnforth	—
Frizington, Cumberland	Frizington, Carnforth	T Ex. M.T.
Gosforth, Cumberland	Gosforth, Carnforth	M.T.
Holmrook, Cumberland	Holmrook, Carnforth	M.T.
Moor Row, Cumberland	Moor Row, Carnforth	M.T.
Orton, Tebay, Westmorland	Orton, Carnforth	M.T. nS.
Ravenglass, Cumberland	Ravenglass, Carnforth	M.T.
St. Bees, Cumberland	St. Bees, Carnforth	T M.T.
Santon, Bridge, Holmrook, Cumberland	Santon Bridge, Carnforth	T nS.
Seascale, Cumberland	Seascale, Carnforth	M.T.
Silverdale, Lanes.	Silverdale, Carnforth	T Ex. M.T.
Tebay, Westmorland	Tebay, Carnforth	M.T.
Wasdale, Gosforth, Cumberland	Wasdale, Carnforth	T nS.
Wath, Cleator Moor, Cumberland	Wath, Carnforth	—

Correspondence should circulate as for Carnforth by all Mails.

DISPOSAL OF PAID POSTAL DRAFTS.

All Paid Postal Drafts bearing a colour band must be treated strictly in accordance with Rule 4 of the Instructions regarding Postal Drafts, i.e., the Paid Drafts must be sent each day in the special envelope provided for the purpose (No. 268 or No. 267) enclosed in the remittance letter to the Head Postmaster or to the Metropolitan Office of Account.

The special form of Postal Draft for payment of additional Allowances for children, printed on white paper and marked "Army Services," should continue to be included with Army and Navy, &c., Allowance forms on docket No. 444 as directed in the Post Office Circular of the 25th of January, 1917.

FOREIGN AND COLONIAL MAILS.

Postage on Letters for China.

Attention is directed to the fact that the rate of postage to be prepaid on letters for all parts of China, except Wei-hai-wei, is the ordinary international rate of 2½d. for the first ounce and 1½d. per ounce thereafter. A public notice on the the subject was distributed with the Post Office Circular of the 12th of September last; and the correct rates are shown in the entry under "China" at page 99 of the January supplement to the Post Office Guide. A considerable part of the correspondence for the Treaty Ports in China, however, continues to be posted short-paid at the penny rate which formerly applied, and is surcharged on delivery. Complaints have also been made that incorrect information as to the rates has been supplied when enquiry has been made at Post Offices. Postmasters should see that the public notice on the subject is still exhibited and that Counter Officers are properly instructed. Every opportunity should be taken of bringing the proper rates to the notice of senders.

FOREIGN AND COLONIAL MONEY ORDER SERVICE.

Alterations in Rates of Conversion.

The rates shown below should be substituted for those shown in the special statement issued with the Post Office Circular of the 2nd of January:—

Country.	Rate for Orders payable abroad.	Rate for Orders payable in the United Kingdom.
Denmark, Farøe Islands and Iceland ...	16 kroner 50 öre ...	16 kroner 70 öre.
Norway ...	15 kroner 80 öre ...	16 kroner 40 öre.

MONEY ORDERS.

Advices of Forfeited Money Orders.

As Money Orders issued in March, 1916, and remaining unpaid, will become void on the 2nd of April, 1917, Postmasters should forward to their Metropolitan Offices on that date the Advices of such Orders in the yellow envelope provided for that purpose.

The Advices of Government Money Orders (excepting Bankruptcy Orders* Printed on Blue Paper)

issued in February, 1917, and not paid on or before the 31st of March, 1917, must be sent to the Metropolitan Offices of the countries upon which the Orders are drawn. All persons presenting Orders relating to such Advices after the latter date should be referred to the respective Government Departments by which the Orders were issued.

* The Advices of unpaid Bankruptcy Orders printed on blue paper must be retained until the expiration of twelve clear months after the month of issue.

Loss of Pass Cards.

The Pass Cards, particulars of which follow, are missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting either of these cards or using it as a credential.

NAME.

NUMBER.

NAME.

NUMBER.

..... E. 3166

W. F. Simpson E. 7449 (1916)

Post Office Guide.—Alterations and Additions.—(continued).

- Page 363.—Under Mansfield. *Delete* Littleworth.
 " 376.—Moulton Seas End, Spalding. *Delete* M.
 " 421.—Under Risca, Newport, Mon. *Delete* Newport Road.
 " 440.—Under Shipley. *Delete* Valley Road.
 " 458.—Stotfield, Lossiemouth, Morayshire. *Delete* entry.
 " 506.—Under Werthing. *Delete* King Street.
 " 517.—Insert Bethnal Green, Cambridge Road (317) | E. 2. | .
 " 517.—Bethnal Green, Green Street | E. 2. | . *Delete* entry.
 " 520.—Crowndale Road (7) | N.W. 1. | . *Delete* entry.
 " 523.—Gresham House (B.O.), Bishopsgate | E.C. 2. | . *Delete* entry.
 " 531.—Rochampton Street (1A), Pimlico. *Delete* entry.
 " 533.—Stratford, Romford Road (137), near the Green. *Delete* entry.
 " 535.—Insert Vauxhall Bridge Road (10), near Vauxhall Bridge | S.W. 1. | .

Bromsgrove.—Alteration in Status.

On the 1st of May, Bromsgrove will become a Salaried Sub-Office, and will be transferred together with its subordinate offices to the control of the Postmaster-Surveyor of Birmingham.

The Postal address will be changed as follows:—

FROM	TO
Bromsgrove	Bromsgrove, Worcestershire.
Market Place, Bromsgrove	Market Place, Bromsgrove, Worcs.
New Road, "	New Road, " "
Rock Hill, "	Rock Hill, " "
Sidemoor, "	Sidemoor, " "
Blackwell, "	Blackwell, " "
Catshill, "	Catshill, " "
Dodford, "	Dodford, " "
Fairfield, "	Fairfield, " "
Finstall, "	Finstall, " "
Hanbury, "	Hanbury, " "
Lickey End, "	Lickey End, " "
Stoke Prior, "	Stoke Prior, " "
Stoke Works, "	Stoke Works, " "
Tardebigge "	Tardebigge " "

There will be no change in the circulation of correspondence.

Dunmow.—Alteration of Status.

On the 1st of May, 1917, Dunmow will become a Salaried Sub-Office and together with its subordinate offices will be placed under the control of the Postmaster of Bishop's Stortford. The Postal addresses will be changed as follows:—

FROM	TO
Dunmow	Dunmow, Essex.
Aythorpe Roding, Dunmow	Aythorpe Roding, Dunmow, Essex.
Barnston, "	Barnston, " "
Broxted, "	Broxted, " "
Duton Hill, "	Duton Hill, " "
Great Canfield, "	Great Canfield, " "
Great Easton, "	Great Easton, " "
High Roding, "	High Roding, " "
Leaden Roding, "	Leaden Roding, " "
Little Canfield, "	Little Canfield, " "
Little Easton, "	Little Easton, " "
Margaret Roding, "	Margaret Roding, " "
Thaxted, "	Thaxted, " "
White Roding, "	White Roding, " "

The circulation will not be affected.

Telegrams about Army Payments.

Telegrams addressed to Sub-Postmasters about Army payments should not be answered by telegraph, unless a reply is prepaid, but the matter if urgent should be represented to the Head Postmaster.

Sub-Offices—Change of Address.

FROM	TO	Character of Office.
Rathmullen, Co. Donegal	Rathmullen, Letterkenny	M.T.
Ray, Rathmullen, Co. Donegal	Ray, Letterkenny	T.
Carrowdoan, Rathmullen, Co. Donegal	Carrowdoan, Letterkenny	nS.

The circulation should be as for Letterkenny by all Mails.

Sub-Offices—Change of Control.

The undermentioned Sub-Offices have been transferred from the control of the Postmaster of Bridgwater to that of the Postmaster of Taunton:—

Watchet S.O., Somerset.

West Quantoxhead S.O., Bridgwater.

The postal address of West Quantoxhead will be changed to:—

FROM	TO	Character of Office.
West Quantoxhead, Bridgwater	West Quantoxhead, Taunton	—

The circulation should now be as for Taunton by all Mails except in the case of Offices vouching with the Bristol and Penzance T.P.O. Down, from which there will still be an outlet for Watchet.

Edgeworthstown S.O.—Alteration of status.

Edgeworthstown S.O. (S), Co. Longford, has been reduced to the rank of a Scale Payment Sub-Offices and the Night Mail (English Day Mail) circulation for that office and the following offices served from it should now be as for Longford: Abbeylara, Ardagh, Augnaciffie, Ballinalack, Ballinalee, Bunbrusna, Carrickboy, Castletown, Cloonagh, Coole, Corboy, Dring, Finca, Granard, Kilcogy, Lenamore, Lisnacaffrey, Lisryan, Moat Farrell, Rathaspie, Rathowen, Street.

There will be no change in the postal address or the Day Mail (English Night Mail) circulation.

Rules for Postmen (except in London) employed on Town Duties.

A correction Slip (No. 9) to the Rules for Postmen (except in London) employed on Town Duties is issued with this Circular. Copies of the book should be amended accordingly, the officer responsible making the necessary entries in and initialling the table at the beginning of the book.

FOREIGN AND COLONIAL MAILS.

Loss of Mails for Mauritius, Ascension, and St. Helena.

Parcel Mails for Mauritius by the long sea route and Letter and Parcel Mails for Ascension and St. Helena, containing parcels and correspondence posted between the 20th of February and the 14th of March, have been lost at sea.

Applications in respect of correspondence and parcels which would in ordinary course have been included in the Mails in question should be referred to the Controller, London Postal Service, London.

U.C. 1. Claims for compensation cannot be entertained.

Goods Prohibited from exportation under Order of Council.

Parcels containing goods exported under the authority of a licence from the War Trade Department frequently reach the G.P.O. Parcel Dépôt without the necessary red labels headed "Customs Declaration. Parcel containing Prohibited or Restricted Goods."

Great care should be taken to see that parcels declared by the senders to be posted under the authority of a licence are not accepted unless the licence is produced at the time of posting and that the parcels are not forwarded from the office of posting until the red Customs labels have been affixed.

It should also be noted that parcels presented for posting and bearing red Customs labels should not be accepted unless the original licence is produced and the relative copy is on hand at the office of posting.

The instructions forwarded to Post Offices from the Secretary's Office with the copies of the licences and the red Customs labels should be strictly observed.

French Notes and Coin.

Until further notice the rate of Exchange for French notes or coin presented by soldiers or their relatives should be as follows:—

For each franc or fraction of a franc up to 5 francs—at the rate of 8½d. for each franc.

	s. d.
For each complete 5 francs	3 8

The necessary correction should be made in Section D 10 of the Special Instructions issued with the Post Office Circular of the 27th of June, 1916.

Parcel Post to the Republic of Panama.

Three forms of Customs Declaration are now required to be filled in by the sender in respect of each parcel for the Republic of Panama.

The necessary alteration should be made in column 7, page 691, of working copies of the Post Office Guide.

Loss of Mails from the Salonika Force and for the Egyptian Expeditionary Force.

Army Mails for the United Kingdom despatched from Salonika on the 8th of April, and Mails for the Egyptian Expeditionary Force containing the correspondence for that Force which reached the Home Dépôt on the 31st of March and the 1st of April, and also on the 7th and the 8th of April, have been lost at sea through enemy action.

No compensation is paid in the case of such losses, and any enquiries from the public for correspondence likely to have been lost in either group of mails should be answered accordingly; but enquiries for Postal Orders should be referred to the Controller, Money Order Department, and for Currency or Bank of England Notes to the Controller, London Postal Service, if from Salonika, and to the Home Dépôt, if from Egypt.

Merchandise for Russia and Northern Persia.

The transmission of merchandise by letter post to Russia and Northern Persia is prohibited; and no packets which obviously contain goods should be accepted for transmission to these destinations. Packets which contravene this prohibition will be stopped and may be confiscated.

As the Parcel Post to both Russia and Northern Persia is suspended, there is, for the present, no means of sending merchandise through the post to either destination; but there is no objection, under this prohibition, to the transmission of bonâ fide samples which comply with the regulations given at pages 59—61 of the Post Office Guide or of anything which may be sent as Printed Papers or Commercial papers.

Post Office Guide—April, 1917.—(continued).

PAGE 692. Parcel Post to Persia. The reference appearing in column 3 to page 148 should be altered to page 678.

PAGE 695. Parcel Post to Portugal, column 8. At line 9 of the list of Prohibitions after the words "duly registered in Portugal," add,—Celluloid and articles made of celluloid must be packed in soldered tin boxes enclosed in strong wooden boxes; and the parcels and Despatch Notes must be labelled "celluloid" in plain black letters.

PAGE 701. Parcel Post to Salvador, Column 8. The present list of Prohibitions should be altered to read,—Letters; arms and ammunition, airguns; nitrate of potash; saltpetre; apparatus for coining money; caramel, must and substances for the manufacture of imitations of wine; dead animals; insects and reptiles not dissected; easily decomposable vegetables; opium and cocaine and their preparations and derivatives.

Foreign and Colonial parcels (including parcels for the Expeditionary Forces).

It has come under notice that at many Offices the rules regarding the collection of deficient postage on parcels for places abroad, especially on those for the Expeditionary Forces, are not being observed (see F. and C.P.P. Rules for Head and Sub-Postmasters, 4 and 10, and Inland Parcel Post Rules for Head Postmasters, 27 (b), and for Sub-Postmasters, 26 (b)). A counter-officer is responsible for seeing that full postage is paid on such parcels, and if there is a deficiency in the amount of postage owing to his negligence he should be called upon to make good the deficiency, subject to the 5 per cent. limit (Rules for Head Post Offices, Part I., 398). The counter-officer may ask the sender to recoup him, but the sender is not bound to do so; the practice, where it exists, of collecting the amount officially should be discontinued in such cases.

In the case, however, of parcels for the Expeditionary Forces where the counter-officer is not at fault, and the deficiency is due to the use of a wrong address by the sender, the amount of the deficiency should be collected officially from the sender.

Post Office Guide.—Alterations and Additions.

- Page 183.—Under Blackburn. *Insert Duke's Brow | M. | .*
 „ 199.—Under Bromley, Kent. *Delete Park Road.*
 „ 243.—Under Dartford. *Delete East Hill.*
 „ 271.—*Insert Firbeck, Rotherham | M. | .*
 „ 280.—Under Glasgow. *Delete Buchanan Street.*
 „ 284.—Under Godalming. *Delete High Street, Farncombe.*
 „ 375.—Morland, Penrith. *Delete M.*
 „ 392.—Under Nottingham. *Delete Trent Bridge.*
 „ 435.—Under Scotstoun, Glasgow. *Insert Dumbarton Road | M. | .*
 „ 437.—Under Sevenoaks. *Insert St. John's Hill | M. | .*
 „ 464.—Under Swinton, Rotherham. *Delete Swinton Bridge.*
 „ 467.—Terrington, York. *Delete M.*
 „ 497.—Wicken, Soham, Cambs. *Delete M.*
 „ 500.—Wingfield, Harleston. *Delete M. Insert SB.*
 „ 523.—Hammersmith Road (87), W. 14. *Delete entry.*
 „ 525.—Hotel Cecil, W.C. 2. *Delete entry.*
 „ 531.—Shepherd's Bush, Uxbridge Road (171), W. 12. *Delete entry*
 „ 534.—Tower Bridge Road (111), S.E. 1. *Delete entry.*
 „ 537.—Wood Green, Finsbury Road, N. 22. *Delete entry.*

Rules for Head Post Offices (Part I).

A Correction Slip (No. 35) to the Rules for Head Post Offices (Part I.) is issued with this Circular. Copies of the book should be amended accordingly, the officer responsible making the necessary entries in and initialling the table at the beginning of the book.

TO POSTMASTERS AND SUB-POSTMASTERS IN SCOTLAND.

Bank Holiday.

Remittances, &c., can neither be received at, nor despatched from, Edinburgh, on Monday, the 7th of May.

Stamps and Inland Revenue Licences will not be issued by the Inland Revenue Office in Edinburgh on that day. Requisitions should be regulated accordingly.

Days in lieu of Deferred Bank Holidays.

It has now been decided that as a special concession all part-time officers, both permanent and temporary, may be granted a day or days in lieu of the two Bank Holidays which were cancelled last year, if they were required to attend on either or both of those days and would normally have been free from duty. The full week's pay should be granted during the week in which the day or days in lieu are taken.

Economy in Stationery, &c.

In view of the urgent need for economy and of the recent additional restrictions on the import and use of paper, the "Instructions to Officers dealing with Printing" have been revised. Copies of the revised instructions are distributed with this Circular to all Heads of Departments, Surveyors, District Managers and Head Postmasters.

The attention of all officers concerned is to be particularly directed to the paragraphs numbered 1, 2, 7, 19 and 20.

Inland Book Post.

Packets containing documents in imitation typewriting characters.

Packets impressed with the special triangular stamp used on packets containing documents in imitation of typewriting need not be re-examined in the course of transmission by post.

The notice which appeared in the Post Office Circular of the 21st of August, 1906, is cancelled.

Manuscript Labels on Letter and Parcel Bags.

Attention is drawn to the notice on this subject which appeared in the Post Office Circular of the 26th of September, 1916. A black indelible pencil should always be used for writing the addresses on these labels.

New Cash Account Forms.

TO POSTMASTERS AND SUB-POSTMASTERS IN ENGLAND AND WALES.

Before the 1st of June next, every Post Office rendering a Cash Account will receive a suitable supply of Cash Account Forms to last until the 30th of March, 1918 (ten months), when a further supply will be issued.

The form of acknowledgment sent with the supply should be returned to the Comptroller and Accountant General immediately after the receipt of the Cash Account Forms.

In the case of the Head Office and London Office forms it will be seen that, with a view to relieving congestion, combined totals only of certain items are now required to be entered on the front of the Account, and that provision has been made on the back for showing the relative details. Care must be taken that the respective Tables—Head Offices (3) (4) and (5) and London Offices (3)—are correctly filled up whenever an item under one of these headings appears on the front of the account.

Sub-Offices—Change of Address.

The address of the undermentioned Sub-Offices will be changed on the 15th instant:—

FROM	TO	Character of Office.
Llanwnda, Carnarvon.....	Llanwnda, Carnarvonshire	T Ex. M.T.
Llandwrog, „	Llandwrog, Llanwnda, Carnarvonshire ..	M.
Clynnogfawr, „	Clynnogfawr, „ ..	T Ex. M.T. nS.
Pontlyfni „	Pontlyfni „ ..	nS.
Rhostryfan, „	Rhostryfan, „ ..	T L. Ex. M.T. nS.
Rhosgadfan, „	Rhosgadfan, „ ..	M. nS.

The Night Mail circulation should be as for Chester by Mails arriving up to 12.34 a.m. and afterwards to the Bangor and Crewe T.P.O. going West. The Day Mail circulation should be as for Carnarvon.

FOREIGN AND COLONIAL MAILS.

Federated Malay States.—Parcel Post.

Liability is now accepted for the loss, damage, etc., of uninsured parcels in the Parcel Post with the Federated Malay States. The following alterations should be made in working copies of the Post Office Guide:—

PAGE 76. Compensation for loss or damage of uninsured parcels. In the list headed “British Possessions” insert “Federated Malay States” after “Falkland Islands.”

PAGE 685. Malay States, Col. 8. Alter the last paragraph to read “No compensation is paid in respect of loss or damage of uninsured parcels or their contents in the service with the non-federated States of Kelantan, Kedah, Perlis, Trengganu, and Johore.”

Parcel Post to Madeira.

Insured parcels for Madeira cannot be forwarded by the new service viâ France, Spain, and Portugal, particulars of which were furnished in the Post Office Circular of last week; and the words “No service” should be inserted in Col. 5 of the new entry under “Madeira” on page 682 of working copies of the Post Office Guide.

The words “viâ Portugal (by sea to Lisbon)” should be substituted for “Yeoward Line (4 days)” in Col. 2.

Loss of Pass Card.

The Pass Card, particulars of which follow, is missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting this card or using it as a credential.

NAME.	NUMBER.
B. L. Davies.....	E. 2874.

Post Office Guide.—Additions and Alterations.—(continued).

Ashover, Chesterfield.
 Ashwell, Oakham.
 Aslackby, Folkingham, Lines.
 Aston-on-Trent, Derby.
 Aswarby, Folkingham, Lines.
 ATHERSTONE.
 Avon Dassett, Leamington Spa.

BAKEWELL.

Balderton, Newark.
 Ballinaskeagh, Banbridge.
 Ballyward, Banbridge.
 BANBRIDGE.
 Barford, Warwick.
 Barlborough, Chesterfield.
 BARNESLEY.
 Barnwell, Oundle, Northants.
 Barrowby, Grantham.
 Barrow Hill, Chesterfield.
 Barrow-on-Soar, Loughborough.
 Barton-under-Needwood, Burton-on-Trent.
 Barwell, Hinckley.
 Baslaw, Derbyshire.
 Baston, Peterborough.
 Baxterley, Atherstone.
 Beckingham, Lines., Newark.
 Bedworth, Nuneaton.
 Belper, Derbyshire.
 Belton, Uppingham.
 Benefield, Oundle, Northants.
 Benwick, March.
 Berkswell, Coventry.
 Bicker, Boston.
 Billingborough, Folkingham, Lines.
 Bilton, Rugby.
 Birdingbury, Rugby.
 Bishops Itchington, Leamington Spa.
 Bishops Tachbrook, Leamington Spa.
 Blackwell, Alfreton.
 Blakesley, Towcester.
 Blidworth, Mansfield.
 Blisworth, Northants.
 Bluntisham, St. Ives, Hunts.
 Bolsover, Chesterfield.
 Bonsall, Matlock.
 Boothby, Grantham.
 Borrowash, Derby.
 BOSTON.
 Boughton, Northampton.
 Bourne, Lines.
 Bourton, Rugby.
 Brailsford, Derby.
 Brampton, Huntingdon.
 Brant Broughton, Newark.
 Brassington, Wirksworth.
 Braunston, Oakham.
 Braunston, Rugby.
 Breadsall, Derby.

Brigstock, Thrapston.
 Brimington, Chesterfield.
 Brinklow, Rugby.
 Brixworth, Northampton.
 Broughton, Kettering.
 Buckby Wharf, Rugby.
 Buckden, Huntingdon.
 Buckminster, Grantham.
 Bugbrooke, Weedon, Northants.
 Bulkington, Nuneaton.
 Bulwick, Peterborough.
Burbage, Buxton.
 Burbage, Hinckley.
 Burgh, Lines.
 Burley, Oakham.
 Burrough, Melton Mowbray.
 Burton Latimer, Kettering.
 BURTON-ON-TRENT.
 Butterley, Derby.
 BUXTON.
BUXTON, Burbage.
 Byfield, Northants.

Carlton Scroop, Grantham.
 Carsington, Wirksworth, Derbyshire.
 Castle Bytham, Grantham.
 Castle Donington, Derby.
 Castlewellan, Co. Down.
 Castor, Peterborough.
 Catthorpe, Rugby.
 Caunton, Newark.
 Cawthorne, Barnsley.
 Caythorpe, Grantham.
 Chapel Brampton, Northampton.
 Chapel End, Atherstone.
 Chapel-en-le-Frith, Stockport.
 Chapel St. Leonards, Alford.
 Charwelton, Byfield, Northants.
 Chatteris, Cambs.
 CHESTERFIELD.
 Chilvers Coton, Nuneaton.
 Christchurch, Wisbech.
 Church Broughton, Derby.
 Church Gresley, Burton-on-Trent.
 Churchover, Rugby.
 Claverdon, Warwick.
 Claybrook, Lutterworth, Leicestershire.
 Clay Cross, Chesterfield.
 Claypole, Newark.
 Clifton, Rugby.
 Clipston, Market Harborough.
 Clopton, Thrapston.
 Clough, Co. Down.
 Clown, Chesterfield.
 Coddington, Newark.
 Codnor, Derby.
 Cogenhoe, Northampton.
 Cold Overton, Oakham.

Discontinuance of Sorting Duty on Greenock and Ardrishaig Packet Steamer.

The sorting duty on the Greenock and Ardrishaig Packet Steamer, leaving Wemyss Bay at 9.15 a.m. and returning thereto at 4.0 p.m. has been discontinued. The circulation of correspondence and parcels for the following offices which by Down Night Mail has hitherto been as for Greenock will now be as for Glasgow:—

Ardrishaig, Argyll.	Lochgair, Argyll.	Minard, Argyll.
Furnace, Argyll.	Lochgilphead.	

The circulation for the following offices will be as for Glasgow at all times:—

Ardfarn, Argyll.	Craighouse, Isle of Jura.	Millhouse, Tighnabruaich, Argyll.
Arduaine, Lochgilphead.	Gigha, Argyll.	Muasdale, Argyll.
Barbrack, Lochgilphead.	Glenbarr, Argyll.	Portaskaig, Isle of Islay.
Bellochantuy, Argyll.	Glendaruel, Colintrave, Argyll.	Port Ellen.
Bowmore, Isle of Islay.	Kames, Tighnabruaich, Argyll.	Tarbert, Loch Fyne.
Bridgend, Isle of Islay.	Kilkenzie, Argyll.	Tayinloan, Argyll.
Clachan, Argyll.	Kilmartin, Argyll.	Tighnabruaich, Argyll.
Colintrave, Argyll.	Kilmichael Glassary, Argyll.	Whitehouse, Argyll.

The circulation for Kilmelford, Argyll, will be as for Oban at all times.

Tetbury.—Alteration of Status.

The Tetbury Head Office has been converted to a Salaried Sub-Office and transferred with its Sub-Offices to the control of the Postmaster of Stroud.

There is no change in circulation but the postal addresses are now as follows:—

Tetbury, Gloucestershire.	Leighterton, Tetbury, Gloucestershire.
Beverston, Tetbury, Gloucestershire.	Long Newnton, „ „
Culkerton, „ „	Shipton Moyne, „ „
Kingscote, „ „	Weston Birt, „ „

Sub-Office—Change of Address.

The address of the undermentioned Office has been changed:—

FROM	TO
Kilnaboy, Co. Clare.....	Kilnaboy, Corofin, Co. Clare.

The circulation should be as for Corofin by all Mails.

Postal Packets addressed to persons on board ship at a Port in Great Britain.

With reference to the Notice on the above subject in the Post Office Circular of the 27th March, Postmasters at the Ports concerned should note that letters addressed to persons on board a ship whose next Port of call is in the United States should continue to be sent to London, Liverpool or Falmouth, as the case may be, unless they fall within categories 1, 2 or 5 in paragraph 2 of the original instruction.

Express Delivery Service.

The French Post Office has announced that, as from the 1st of April, 1917, the Express Service in France is temporarily suspended.

The table on page 77 of the Post Office Guide should be amended accordingly.

Express Delivery Fees on Official Letters.

The notice in the Post Office Circular of 27th February is not intended to apply to Express Letters properly certified by Post Office Surveyors, Independent Postmasters, Superintending Engineers or Telephone District Managers. Such letters should be accepted without payment of the Express fees and treated in accordance with Express Delivery Rule 20.

Great Bowden, Market Harborough.
 Great Brington, Northampton.
 Great Dalby, Melton Mowbray.
 Great Easton, Uppingham.
 Greatford, Stamford.
 Great Gidding, Peterborough.
 Great Ponton, Grantham.
 Great Staughton, St. Neots.
 Greens Norton, Towcester.
 Greetham, Oakham.
 Grimethorpe, Barnsley.
 Grimsthorpe, Bourne, Lincs.
 Grimston, Melton Mowbray.
 Guilsborough, Northampton.
 Guyhirn, Wisbech.

Hagworthingham, Spilsby.
 Hallaton, Market Harborough.
 Hambleton, Oakham.
 Hampton-on-the-Hill, Warwick.
 Hanbury, Burton-on-Trent.
 Harbury, Leamington Spa.
 Harby, Melton Mowbray.
 Hardingstone, Northampton.
 Harlestone, Northampton.
 Harpole, Northampton.
 Harston, Grantham.
 Hartington, Buxton.
 Hasland, Chesterfield.
 Hathern, Loughborough.
 Hatton, Warwick.
 Hazelwood, Derby.
 Heath, Chesterfield.
 Heckington, Lincs.
 Helpingham, Sleaford.
 Helpston, Peterborough.
 Hemingford Grey, St. Ives, Hunts.
 Hickling, Melton Mowbray.
 Higham, Alfreton.
 Higham Ferrers, Northants.
 Hillmorton, Rugby.
 Hilton, Derby.
 Hilton, St. Ives, Hunts.
 Hoar Cross, Burton-on-Trent.
 Hogsthorpe, Alford.
 Holbeach, Lincs.
 Holbeach Hurn, Holbeach, Lincs.
 Holbeach, St. Marks, Holbeach, Lincs.
 Holbrook, Derby.
 Holdenby, Northampton.
 Holme, Peterborough.
 Horninghold, Uppingham.
 Hoton, Loughborough.
 Houghton, Huntingdon.
 Hoyland, Barnsley.
 Hoyland Common, Barnsley.
 Hulland Ward, Derby.
 HUNTINGDON.

Hurley, Atherstone.
 Husbands Bosworth, Rugby.
 Huthwaite, Mansfield.
 Huttoft, Alford.

Irchester, Wellingborough.
 Ironville, Alfreton.
 Irthlingborough, Wellingborough.

Katesbridge, Banbridge.
 Kegworth, Derby.
 Kelham, Newark.
 Kelmarsh, Northampton.
 KENILWORTH.
 KETTERING.
 Ketton, Stamford.
 Kilburn, Derby.
 Kilsby, Rugby.
 Kimbolton, Huntingdon.
 Kineton, Warwickshire.
 Kingsbury, Tamworth.
 Kings Cliffe, Peterborough.
 Kingsthorpe, Northampton.
 Kirkby Mallory, Hincley.
 Kirk Ireton, Derby.
 Kirk Langley, Derby.
 Kirton, Boston.
 Kneesall, Newark.
 Knipton, Grantham.
 Knossington, Oakham.

Lamport, Northampton.
 Langham, Oakham.
 Langrick, Boston.
 Langwith, Mansfield.
 Lea Bridge, Matleck.
 LEAMINGTON SPA.
 Leek-Wootton, Warwick.
 Leighton, Huntingdon.
 Leverington, Wisbech.
 Linton, Burton-on-Trent.
 Little Bytham, Grantham.
 Little Dalby, Melton Mowbray.
 Little Eaton, Derby.
 Little Harrowden, Wellingborough.
 Little Houghton, Northampton.
 Little Irchester, Wellingborough.
 Littleover, Derby.
 Long Bennington, Grantham.
 Long Buckby, Rugby.
 Long Clawson, Melton Mowbray.
 Longford, Coventry.
 Longford, Derby.
 Long Itchington, Rugby.
 Long Marston, Stratford-on-Avon.
 Longnor, Buxton.
 Long Sutton, Wisbech.
 Loughbrickland, Banbridge.

Parcel Post to North Borneo.

The following alteration should be made in working copies of the Post Office Guide:—
 PAGE 691. North Borneo. Col. 8. Observations.
 Delete "Weston."

Parcel Post to Russia.

The Parcel Post to Russia is entirely suspended. Working copies of the Post Office Guide should be amended accordingly.

FOREIGN AND COLONIAL MONEY ORDER SERVICE.

Alterations in Rates of Conversion.

The rates shown below should be substituted for those shown in the special statement issued with the Post Office Circular of the 2nd of January:—

Country.	Rate for Orders payable abroad.	Rate for Orders payable in the United Kingdom.
Denmark, Farøe Islands and Iceland ...	16 kroner 30 öre ...	17 kroner.
France and Algeria, French Colonies ...	27 francs ...	27 francs 40 centimes.
Netherlands and Dutch Colonies ...	11 florins 40 cents.	
Norway ...	15 kroner 70 öre.	
Sweden and Finland ...	15 kronor 40 öre ...	16 kronor.
Switzerland ...	24 francs ...	24 francs 50 centimes.
Tunis ...	27 francs.	

Money Orders for the United States of America.

The commission remains at 4d. in the £ on the amount of the orders.

POST OFFICE SAVINGS BANK.

A Correction Slip (No. 1) relating to Rules No. 70 and No. 121 in the Savings Bank Book of Rules is distributed with this issue of the Circular.

Post Office Guide.—Additions and Alterations.—(continued).

Radway, Kineton, Warwickshire.
 Ramsey, Huntingdon.
 Rangemore, Burton-on-Trent.
 Raunds, Wellingborough.
 Rempstone, Loughborough.
 Renishaw, Chesterfield.
 Repton, Derby.
 Revesby, Boston.
 Riddings, Alfreton.
 Ringstead, Thrapston.
 Ripley, Derby.
 Rippingale, Bourne, Lines.
 Risley, Derby.
 Roade, Northampton.
 Rockingham, Uppingham.
 Rolleston, Burton-on-Trent.
 Ropsley, Grantham.
ROTHERHAM.
 Rowington, Warwick.
 Rowsley, Derbyshire.
 Royston, Barnsley.
RUGBY.
 Rushden, Northants.
 Ruskington, Sleaford.

St. Ives, Hunts.
ST. NEOTS.
 Sawtry, Peterborough.
 Scalford, Melton Mowbray.
 Scremby, Spilsby.
 Seekington, Tamworth.
 Shardlow, Derby.
 Sheepy, Atherstone.
 Shepshed, Loughborough.
 Shilton, Coventry.
 Shipley, Derby.
 Shirebrook, Mansfield.
 Shireoaks, Worksop.
 Shuttlewood, Chesterfield.
 Sibsey, Boston.
 Sileby, Loughborough.
 Silkstone, Barnsley.
 Silverstone, Towcester.
 Skegness, Lines.
 Skillington, Grantham.
SLEAFORD.
 Smalley, Derby.
 Snelston, Ashbourne.
 Snitterfield, Stratford-on-Avon.
 Somerby, Oakham.
 Somercotes, Alfreton.
 Somersham, St. Ives, Hunts.
 Southam, Warwickshire.
 South Hiendley, Barnsley.
 South Luffenham, Stamford.
 South Normanton, Alfreton.
 Southwell, Notts.
 South Wingfield, Alfreton.

South Witham, Grantham.
SPALDING.
SPILSBY.
 Spondon, Derby.
 Spratton, Northampton.
 Stairfoot, Barnsley.
STAMFORD.
 Stanton Hill, Mansfield.
 Stanton-in-Peak, Rowsley, Derbyshire.
 Stanwick, Wellingborough.
 Stathern, Melton Mowbray.
 Staveley, Chesterfield.
 Staverton, Daventry.
 Stickney, Boston.
 Stilton, Peterborough.
 Stockingford, Nuneaton.
 Stockton, Rugby.
 Stoke Bruern, Towcester.
 Stonebroom, Alfreton.
 Stoneleigh, Kenilworth.
 Stoney Stanton, Hinckley.
STRATFORD-ON-AVON.
 Stretton, Oakham.
 Stretton-on-Dunsmore, Rugby.
 Stretton-under-Fosse, Rugby.
 Sudbury, Derby.
 Sutterton, Boston.
 Sutton Bonington, Loughborough.
 Sutton Bridge, Wisbech.
 Sutton-on-Sea, Lines.
 Sutton-on-Trent, Newark.
 Sutton St. James, Wisbech.
 Swaby, Alford.
 Swadlincote, Burton-on-Trent.
 Swanwick, Alfreton.
 Swineshead, Boston.

Taddington, Buxton.
TAMWORTH.
 Tankersley, Barnsley.
 Tansley, Matlock.
 Terrington St. John, Wisbech.
 Theddingworth, Rugby.
 Thornby, Northampton.
 Thorney, Peterborough.
 Thorpe, Ashbourne.
 Thorpe Satchville, Melton Mowbray.
THRAPSTON.
 Thrumpton, Derby.
 Thurlaston, Hinckley.
 Tibshelf, Alfreton.
 Tideswell, Buxton.
 Tissington, Ashbourne.
 Titchmarsh, Thrapston.
TOWCESTER.
 Tutbury, Burton-on-Trent.
 Tuxford, Newark.
 Two Dales, Matlock.

Alterations in the Telegraph Circulation Book and the Index of Codes as regards Offices already open.

*Page	21.	Cotham R.S. (G.N.)	} —Offices closed. Delete entries.
"	29.	Elton.	
"	59.	North Duffield.	
"	78.	Thurlby R.S. (G.N.)	
"	—	(Code ENH). Elton, Nottingham.	} —Delete entries.
"	—	(Code NDL). North Duffield.	

Post Office Guide.

ADDITIONS AND ALTERATIONS.

- †Cotham Station.—Office closed. Delete entry.
 Enter "Eastriggs, Dumfriesshire | T |."
 Elton, Nottingham.—Office closed. Delete entry.
 EXMOUTH.—Delete entry in 3rd column.
 GREAT YARMOUTH.—In 3rd column alter hours of attendance to read "8 a.m. to 9 p.m."
 North Duffield, Selby.—Office closed for telegraph business. Delete "T" from 2nd column and amend entry in 3rd column to read "Bulwith, M.T."
 †Thurlby Station.—Office closed. Delete entry.
 Page 540. *†Wimbledon (L.B. & S.C. Rly.). Sunday attendance has been discontinued.—Amend accordingly.

At the following Offices the hours of attendance are now 9 a.m. to 7 p.m.

Amend 3rd column accordingly.

Abberton, Colchester.
 Abington, Cambridge.
 Abridge, Romford.
 Acle, Norwich.
 Alburgh, Harleston.
 Albury, Much Hadham, Herts.
 Aldeburgh, Suffolk.
 Aldeby, Beccles.
 Alderford, Norwich.
 Alderton, Woodbridge.
 Aldham, Colchester.
 Altham, Bures, Suffolk.
 Alresford, Colchester.
 Althorne, Maldon.
 Ampton, Bury St. Edmund's.
 Amwell, Ware.
 Ardleigh, Colchester.
 Arrington, Royston, Herts.
 Ashdon, Saffron Walden.
 Assington, Colchester.
 ATTLEBOROUGH.
 Aveley, Purfleet, Essex.
 Aylsham, Norfolk.
 Babraham, Cambridge.
 Baconsthorpe, Holt, Norfolk.
 Bacton, North Walsham.
 Badwell Ash, Bury St. Edmund's.
 Balsham, Cambridge.
 Banham, Attleborough.
 Barford, Wymondham, Norfolk.
 BARKING.
 Barkingside, Ilford.
 Barkway, Royston, Herts.

Barley, Royston, Herts.
 Barrington, Cambridge.
 Barrow, Bury St. Edmund's.
 Bartlow, Cambridge.
 Basildon, Billericay, Essex.
 Bassingbourn, Royston, Herts.
 Battles Bridge, Essex.
 Bawdeswell, Dereham.
 Bayford, Hertford.
 Beachamwell, Swaffham.
 Bealings, Woodbridge.
 BECCLES.
 Belton, Great Yarmouth.
 Bengeo, Hertford.
 Benhall Green, Saxmundham.
 Beyton, Bury St. Edmund's.
 Bildeston, Suffolk.
 Billericay, Essex.
 Billingford, Elmham, Norfolk.
 Birch, Colchester.
 Birdbrook, Halstead.
 BISHOP'S STORTFORD.
 Blackmore, Ingatestone, Essex.
 Blakeney, Norfolk.
 Blofield, Norwich.
 Blundeston, Lowestoft.
 Blythburgh, Halesworth.
 Bocking Church Street, Braintree.
 Boreham, Chelmsford.
 Botesdale, Diss.
 Bottisham, Cambridge.
 Bourn, Cambridge.
 Boxford, Colchester.
 Boxted, Colchester.

RULE BOOKS FOR TEMPORARY STAFF.

"Rules for Temporary Indoor Force" (Postmasters 1205).
 "Rules for Temporary Postmen and Postwomen" (Postmasters 1206).

The above-mentioned rule books have recently been prepared for the information of temporary officers of the classes named above. The necessary supplies should be requisitioned forthwith on form Postmasters No. 1056 or L.P.S. No. 1003, as the case may be, and a copy of the appropriate book should be handed as soon as possible to each temporary officer who is entitled to receive one. (Officers in Charge of Branch Offices and Sub-Postmasters should, of course, receive their supplies from their respective Head Postmasters). Special care should be taken to ensure that excessive supplies are not requisitioned.

The existing card of instructions for Temporary Postmen, Postmasters No. 206, is rendered obsolete by the introduction of the new book Postmasters No. 1206.

Sub-Office—Change of Address.

The address of the undermentioned Sub-Office has been altered temporarily:—

FROM	TO	Character of Office.
Eigg, Isle of, Oban.....	Eigg, Isle of, Greenock	M.T. nS.

The circulation should be as for Greenock by all Mails.

Kilbride Camp, Dublin.

A temporary Post Office was opened at this Camp on the 1st instant for the transaction of all classes of Postal and Telegraph business on week-days from 9.0 a.m. to 1.0 p.m. and 2.0 p.m. to 6.0 p.m., and on Sundays from 8.30 a.m. to 10.0 a.m.

The transmitting office is Dublin. Letters and parcels should circulate to Dublin.

Roehampton Camp, S.W.

A Temporary Branch Post Office has been opened at this Camp for the transaction of Postal and Telegraph business. The hours of business are 8 a.m. to 8 p.m. on week-days. There will be no Sunday attendance.

The transmitting office is TS.

FOREIGN AND COLONIAL MAILS.

Letter and Parcel Post to India.

The following alterations should be made in working copies of the Post Office Guide:—

PAGE 623. India. Col. 9. **Prohibited Articles. India generally.** Line 3. After "ammunition" insert "aluminium and manufactures of aluminium and old newspapers in bulk."

Line 14. Delete "and old newspapers."

PAGE 679. India. Col. 8. **Prohibitions. India generally.** Line 2. After "ammunition" insert "aluminium and manufactures of aluminium and old newspapers in bulk."

Goods Prohibited from exportation under Order of Council.

Parcels containing goods exported under the authority of a licence from the War Trade Department frequently reach the G.P.O. Parcel Depot without the necessary red labels headed "Customs Declaration. Parcel containing Prohibited or Restricted Goods."

Great care should be taken to see that parcels declared by the senders to be posted under the authority of a licence are not accepted unless the licence is produced at the time of posting and that the parcels are not forwarded from the office of posting until the red Customs labels have been affixed.

It should also be noted that parcels presented for posting and bearing red Customs labels should not be accepted unless the original licence is produced and the relative copy is on hand at the office of posting.

The instructions forwarded to Post Offices from the Secretary's Office with the copies of the licences and the red Customs labels should be strictly observed.

Post Office Guide.—Additions and Alterations.—(continued).

East Runton, Cromer.
East Winch, King's Lynn.

Eaton, Norwich.

Elmdon, Saffron Walden.

Elmham, Norfolk.

Elmsett, Ipswich.

Elmstead, Colchester.

Elmswell, Bury St. Edmund's.

Elsenham, Stansted, Essex.

Elsworth, Cambridge.

Elveden, Thetford.

ELY.

ENFIELD (Middlesex).

ENFIELD (Middlesex), *Bush Hill Park.*

ENFIELD (Middlesex), *Forty Hill.*

Enfield Wash, Ponder's End, Middlesex.

Euston, Thetford.

Exning, Newmarket.

Eye, Suffolk.

Eyke, Woodbridge.

FAKENHAM.

Felixstowe, Suffolk.

Felixstowe, Suffolk, *Walton.*

Felsham, Bury St. Edmund's.

Felstead, Chelmsford.

Feltwell, Brandon.

Field Dalling, Holt, Norfolk.

Filby, Great Yarmouth.

Fincham, Downham.

Finchingfield, Braintree.

Finningham, Stowmarket.

Fleggburgh, Great Yarmouth.

Flixton, Bungay.

Fordham, Ely.

Forty Hill, Enfield.

Foulness, Shoeburyness, Essex.

Foulsham, Dereham.

Foxton, Royston, Herts.

Framingham Earl, Norwich.

Framlingham, Suffolk.

Freethorpe, Norwich.

Fressingfield, Harleston.

Frinton-on-Sea, Essex.

Fritton, Great Yarmouth.

Fullbourn, Cambridge.

Furneux, Pelham, Buntingford, Herts.

Fyfield, Ongar, Essex.

Galleywood, Chelmsford.

Garboldisham, Thetford.

Gayton, King's Lynn.

Gaywood, King's Lynn.

Geldeston, Beccles.

Gestingthorpe, Castle Hedingham, Essex.

Gissing, Diss.

Glemsford, Suffolk.

Goff's Oak, Waltham Cross.

Gorleston, Great Yarmouth.

Gosfield, Halstead.

GRAYS.

Great Baddow, Chelmsford.

Great Bardfield, Braintree.

Great Barton, Bury St. Edmund's.

Great Bentley, Colchester.

Great Chesterford, Essex.

Great Eversden, Cambridge.

Great Finborough, Stowmarket.

Great Hallingbury, Bishop's Stortford.

Great Hockham, Thetford.

Great Horkeley, Colchester.

Great Hornead, Buntingford, Herts.

Great Leighs, Chelmsford.

Great Massingham, King's Lynn.

Great Oakley, Harwich.

Great Parndon, Harlow.

Great Ryburgh, Fakenham.

Great Sampford, Braintree.

Great Shelford, Cambridge.

Great Wakering, Shoeburyness, Essex.

Great Waltham, Chelmsford.

Great Warley, Brentwood.

Great Wilbraham, Cambridge.

Great Witchingham, Norwich.

GREAT YARMOUTH, *Gorleston.*

Great Yeldham, Castle Hedingham, Essex.

Gresham, Norwich.

Gressenhall, Dereham.

Grimston, King's Lynn.

Grundisburgh, Woodbridge.

Guist, Norfolk.

Haddenham, Ely.

Hadleigh, Rayleigh, Essex.

Hadleigh, Suffolk.

HALESWORTH.

Happisburgh, Norwich.

Hare Street, Romford.

HARLESTON.

HARLOW.

Harold Wood, Romford.

Harston, Cambridge.

Hartest, Bury St. Edmund's.

HARWICH.

Haslingfield, Cambridge.

Hatfield Broad Oak, Harlow.

Hatfield Heath, Harlow.

Hatfield Peverel, Witham.

Haughley, Stowmarket.

Haverhill, Suffolk.

Haveringland, Norwich.

Havering, Romford.

Hawkedon, Bury St. Edmund's.

Heacham, King's Lynn.

Hempnall, Norwich.

Hemsby, Great Yarmouth.

Post Office Guide.—Additions and Alterations.—(continued).

Wangford, Suffolk.
WARE.
 Wareside, Ware.
Warley Common, Brentwood.
 Waterbeach, Cambridge.
 Watlington, Downham.
 Watton, Hertford.
 Watton, Thetford.
 Weavenham St. Peter, Swaffham.
 Weeley, Essex.
 Wells, Norfolk.
 Wendling, Dereham.
 Wenboston, Halesworth.
 West Acre, Swaffham.
 West Bergholt, Essex.
 West Hanningfield, Chelmsford.
 Westleton, Saxmundham.
 West Mersea, Colchester.
 West Raynham, Fakenham.
 West Row, Mildenhall, Suffolk.
 West Runton, Cromer.
 West Wrating, Cambridge.
 Wethersfield Braintree
 Weybourne, Holt, Norfolk.
 Whissonsett, Dereham.
 Whittlesford, Cambridge.
 Wicken, Soham, Cambs.
 Wickford, Essex.
 Wickham Bishops, Witham.
 Wickhambrook, Newmarket.
 Wickham Market, Suffolk.

Wickmere, Norwich.
 Widdington, Newport, Essex.
 Wilburton, Ely.
 Willingham, Cambridge.
 Winfarthing, Diss.
 Winterton, Gt. Yarmouth.
 Witchford, Ely.
WITHAM.
 Witnesham, Ipswich.
 Wivenhoe (or Wyvehoe) Colchester.
 Wix, Manningtree, Essex.
 Wolferton, King's Lynn.
 Woodbastwick, Norwich.
WOODBIDGE.
Woodford Bridge, Woodford Green.
WOODFORD GREEN.
 Woodham Ferrers, Chelmsford.
 Wood Norton, Dereham.
 Woolpit, Bury St. Edmund's.
 Woolverstone, Ipswich.
 Worlingworth, Framlingham, Suffolk.
 Wormley, Broxbourne, Herts.
 Wortham, Diss.
 Wrentham, Wangford, Suffolk.
 Wretham, Thetford.
 Writtle, Chelmsford.
 Wroxham, Norwich.
 Wymondham, Norfolk.
 Yaxham, Dereham.
 Yoxford, Saxmundham.

Addresses of Telegrams for the Forces Abroad.

The instructions given in the Circular of the 10th of October last, concerning the abbreviation of the addresses of telegrams for His Majesty's forces abroad, are frequently disregarded. Renewed attention is therefore drawn to the fact that the name of the country in which the Force concerned is operating **and not the name of the Force** should be inserted in the address.

If telegrams are tendered bearing both the name of the Force and that of the country, or bearing the name of the Force only, the address should be amended, and the charge assessed on the reduced number of words accordingly.

The names of the Main Forces and of the countries in which they are operating are as follows:—

British Expeditionary Force.....	France.
Egyptian Expeditionary Force.....	Egypt.
Mesopotamian Expeditionary Force	Mesopotamia.
East African Expeditionary Force	East Africa.
Salonika Force	Salonika.

The last line of each of the specimen forms of addresses given in paragraph 39 of the instructions issued with the Circular of the 26th of September last should accordingly be amended to read "Name of Country where the relative Expeditionary Force is operating."

Telegrams for the Philippine Islands.

All telegrams for Manila and other places in the Philippine Islands must be written in plain English.

Loss of Mails for the Egyptian Expeditionary Force.

The letters for the Egyptian Expeditionary Force which reached the Home Depot on the 28th and 29th of April last and the newspapers and packets for the same Force which reached the Home Depot on the 27th, 28th and 29th of April have been lost at sea through enemy action.

Applications for letters containing Postal Orders should be referred to the Money Order Department, those for letters containing Bank of England or Currency Notes should be referred to the Home Depot. Other applications should be answered to the effect that the Post Office does not pay compensation for losses due to the acts of the King's enemies.

Parcels for prisoners of war in Turkey and Bulgaria.

The Bulgarian Post Office has complained that the packing of parcels despatched from this country to prisoners of War in Bulgaria and Turkey is in many cases quite inadequate. Such parcels are unavoidably subjected to severe strain in transit, and Counter Officers must accordingly be careful to accept no parcels from members of the public for transmission to officer prisoners of war in Bulgaria and Turkey unless they are packed very securely in hemp canvas, or substantial wooden or tin receptacles. Wooden boxes, unless exceptionally strong, do not afford sufficient protection, and parcels packed in thin wooden boxes should accordingly be refused.

Parcel Post to the Azores and Madeira.

The Parcel Post to the Azores and Madeira has been suspended; and the entries on pages 654 and 382 of working copies of the Post Office Guide should be amended accordingly.

Cash on Delivery Service to the Sudan.

In working copies of the Post Office Guide the list of offices in the Sudan given in the footnote A at page 724 of the Post Office Guide should be amended by the addition of "Um Kedada" after "Tokar."

POSTAL ORDERS.

Postal Drafts—Payment to Bankers.

Postal Drafts presented by Bankers at a Post Office may be paid provided that the drafts are **duly receipted by the payees** and otherwise in order.

A correction slip amending Rule 3 of the "Rules for Postmasters regarding Postal Drafts and Allowance Forms" will be issued shortly.

FOREIGN AND COLONIAL MONEY ORDER SERVICE.

Alterations in Rates of Conversion.

The rates shown below should be substituted for those shown in the special statement issued with the Post Office Circular of the 2nd of January:—

COUNTRY.	RATE FOR ORDERS PAYABLE ABROAD.
Netherlands and Dutch Colonies.....	11 florins 50 cents.
Norway.....	16 kroner.

Loss of Pass Cards.

The Pass Cards, particulars of which follow, are missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting one of these cards or using it as a credential.

NAME.	NUMBER.	NAME.	NUMBER.
A. T. Briggs.....	E. 10664	M. Gibbs	E. 8215
E. J. Messenger	E. 10343		

VACANCIES.

POSTMASTER OF SHERBORNE.—Salary, £295 a year.

SALARIED SUB-POSTMASTER OF PADHAM S.O., BURNLEY.—Salary, £160 a year.

„ „ „ GREYSTONES S.O., BRAY.—Salary, £140 a year.

„ „ „ TETBURY S.O., STROUD.—Salary, £140 a year.

The incoming Salaried Sub-Postmaster of Greystones will be required to occupy an official residence for which a rent of £17 a year, inclusive of rates, taxes and repairs, will be charged. The Sub-Postmaster will also be charged for the electric current used in the residence, plus 1s. a quarter meter rent. The accommodation comprises one reception and three bedrooms, kitchen, scullery and the usual out-offices.

The salary named in each case constitutes the entire remuneration for all branches of duty.

Candidates may offer themselves, through their superior officers, not later than the 30th of April.

The special attention of candidates is called to the rule which, in the case of vacancies or promotions, strictly prohibits them from applying except through their immediate superior officers. (See Staff Rules, Rule 28.)

The object of this regulation is to maintain the principle that promotion should be made solely with a view to the efficiency of the service, and on an impartial comparison of the qualifications of the candidates. In fairness to all the candidates it is not considered just that any one of them should be permitted to secure influential outside support which is not available for his competitors.

Any candidate who infringes this regulation renders himself liable to disqualification for appointment, and, in certain circumstances, to severer penalties.

Temporary Indoor Officers.

Temporary Male and Female Indoor Officers are required in the South Western District for Postal and Telegraph work.

Males eligible for military service will not be accepted.

Experienced Female Temporary Telegraphists are required in the Central Telegraph Office.

Third class personal locomotion expenses are allowed.

Full particulars can be obtained from the Surveyor, Portsmouth, or the Controller, Central Telegraph Office, London, E.C. 1, as the case may be.

Candidates should apply through the usual official channels.

Income Tax Stamps.—Disposal of surplus stocks.

It is found that at many Post Offices the stock of Income Tax stamps is largely in excess of requirements.

Stamps of the value of 1s. and upwards need no longer be kept in stock at any Branch or Sub-Office at which there is no regular demand for them; but if application is made for stamps which are not in stock the Officer in charge or Sub-Postmaster should offer to obtain them by return of post. If a regular demand for any denomination arises at a Money Order Office from which the stock has been withdrawn a fresh supply should be requisitioned.

For the present a small stock of the 1d., 2d., 3d. and 6d. values must be kept at every Money Order Office, and a reasonable stock of every denomination must be kept at every Head Office.

Subject to the above conditions stocks in excess of requirements should be returned by Head Offices in England and Wales and Branch and Sub-Offices in London to the Controller of Stamps and Stores, Issue and Allowance Branch, Inland Revenue, Somerset House, W.C. 2; by Head Offices in Ireland and Scotland to the Assistant Secretary and Comptroller, Inland Revenue, Dublin or Edinburgh; and by Branch and Sub-Offices outside London to the Head Office. They should be sent by registered letter post, with a statement showing the number and value of stamps of each denomination and the name of the Office from which they are sent. Credit for their value should be claimed in the cash account as a Remittance, and the words "Income Tax Stamps" should be written against the entry.

Circuits of the Judges.

SPRING ASSIZES.—COMMISSION DAYS.

NORTH EASTERN CIRCUIT.—(Mr. Justice Darling, Justice Lord Coleridge). May 2, Leeds (Civil and Criminal).

NORTHERN CIRCUIT.—(Mr. Justice Bailhache, Mr. Justice McCardie). May 7, Manchester (Civil and Criminal).

Increased Duty on Samples of Tobacco imported by Post.

With reference to the notice on this subject which appeared in the Post Office Circular of the 15th instant, the Board of Customs and Excise now announce that the Customs Duty to be collected from the addressees on the delivery of type samples of unmanufactured tobacco not exceeding 6 oz. in gross weight is increased to **2s. 3d.** instead of 2s.

The necessary amendments should be made at page 60 of working copies of the Post Office Guide, and in Rule 219(a) in the Book of Rules for Head Postmasters (Part II.).

Parcel Post to Greece.

Parcels can now be accepted for transmission to Salonica (including the immediate locality), and the Islands of Amorgo, Andros, Cephalonia, Cerigo, Chios (Scio), Crete, Fourni, Hydra, Lemnos, Milos, Mitylene, Mykoni, Naxos, Nio (Ios), Paros, Samos, Santorin, Serpho, Skopelos, Syra, Thasos, Thermia (Kythnos), Tino, Zante and Zea.

Mails from the Far East, Scandinavia, &c., lost at Sea.

Letter Mails from the Far East viâ Siberia, from Northern Persia, Russia, Sweden, Norway and Denmark, have been lost at sea through enemy action. The probable dates of posting of the lost correspondence at some representative places are indicated below:—

China:—

Chefoo	13—21 March.
Hankow	13—19 March.
Peking	about 20 March.
Shanghai	} about 16—21 March.
Tientsin	

Denmark:—

Copenhagen	5—10 April.
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Hong Hong about 11 March.

Japan:—

Tokio	} about 19 March.
Yokohama	

Manila about 4—11 March.

Norway:—

Bergen	8—12 April.
Christiania	7—11 April.

Persia:—

Teheran	12—29 March.
Enzeli	15—18 March.
Tabriz	17—24 March.

Russia:—

Petrograd	29 March—2 April.
Moscow	27—31 March.

Sweden:—

Stockholm	4—7 April.
Gothenburgh	5—9 April.

The Mails from China, Hong Kong, Japan and Manila contained letters only; the others, all classes of correspondence except parcels.

Parcel mails from Denmark and Norway were also lost. These contained parcels posted in Denmark between 26 March and 7 April and in Norway between 7 and 13 April.

Any enquiries for missing Letters or Parcels which were probably included in the lost mails should be answered by a statement that they were probably lost at sea through enemy action and that no compensation is paid by the Post Office for such losses. If more definite information is required the senders should apply to the office of posting.

Duplicates of any Money Orders known to have been lost can be obtained by the payees on application to the Controller of the Money Order Department.

Cash on Delivery Service with Gambia.

In future, the senders of Cash on Delivery parcels for Gambia must indicate, by means of a label attached to the cover of the parcel, whether, in the event of non-delivery within 28 days of its arrival at the office of destination, it shall be (a) treated as abandoned, or (b) returned at the sender's expense. No other alternative is permissible.

The words “—see footnote B” should be entered after “Gambia” on pages 724 and 725 of working copies of the Post Office Guide.

POSTAL DRAFTS.

Payment to Bankers.

Postal Drafts presented by Bankers at a Post Office may be paid provided that the drafts are **duly receipted by the payees** and otherwise in order.

A correction slip amending Rule 3 of the “Rules for Postmasters regarding Postal Drafts and Allowance Forms” will be issued shortly.

Sub-Offices—Change of Address.—(continued).

The address of the undermentioned Sub-Offices has been changed:—

FROM	TO	Character of Office,
High Westhouse, Ingleton	High Westhouse, Lancaster	nS.
Arkholme, Kirkby Lonsdale, Westmorland ..	Arkholme, Carnforth	M.
Barbon, Kirkby Lonsdale, Westmorland	Barbon, Carnforth	M.T. nS.
Burton-in-Lonsdale, Kirkby Lonsdale, Westmorland	Burton-in-Lonsdale, Carnforth	M.T.
Casterton, Kirkby Lonsdale	Casterton, Carnforth	M. nS.
Cowan Bridge, Kirkby Lonsdale, Westmorland	Cowan Bridge, Carnforth	M.T.
Hutton Roof, Kirkby Lonsdale, Westmorland	Hutton Roof, Carnforth	nS.
Middleton-in-Lonsdale, Kirkby Lonsdale, Westmorland	Middleton-in-Lonsdale, Carnforth	—
Old Town, Kirkby Lonsdale, Westmorland ..	Old Town, Carnforth	nS.
Tunstall, Kirkby Lonsdale	Tunstall, Carnforth	M.T.
Whittington, Kirkby Lonsdale, Westmorland	Whittington, Carnforth	M.

The circulation by all mails should be in accordance with the new address.

FOREIGN AND COLONIAL MAILS.

Parcels for Prisoners of War in Turkey.

According to information furnished by the Swiss Post Office the transmission abroad of parcels addressed to Prisoners of War in Turkey has been resumed. The notice in the Post Office Circular of the 20th of March announcing the suspension of the service is accordingly cancelled and Counter Clerks should in future accept parcels for Prisoners of War in Turkey, whether officers, non-commissioned officers, or men, under the ordinary regulations.

Postage on Letters for China.

With reference to the notice with the above heading which appeared in the Post Office Circular of the 27th ultimo, about one-quarter of the letters for Shanghai are still being posted short-paid at the penny rate. It is desirable that the number of insufficiently prepaid articles should be reduced as soon as possible; and Postmasters are requested to take whatever further steps are possible, by notifications to the local press and notices to any firms known to trade with China, to secure the desired result. Such notifications, &c., should be in the following terms:—

The postage to be prepaid on letters for any part of China, except Wei-hai-Wei, is now the ordinary international rate of 2½d. for the first ounce and 1½d. per ounce thereafter. A considerable quantity of correspondence continues to be posted for the Treaty Ports, particularly Shanghai, prepaid at the penny rate which formerly applied. Such correspondence is surcharged from 3d. upwards on delivery, to the annoyance of the addressees.

South West Africa.

Working copies of the Post Office Guide should be amended as follows:—

PAGES 618 and 619—German South West Africa—Delete the entries.
PAGES 644 and 645—Insert in Column I. "VI. South West Africa (formerly German South West Africa)."
In Columns 2, 3, 4, 6, 7 and 8 insert "Ditto."

Gillingham, Kent.

On the 1st of June this Office will become a Branch Office under the control of the Postmaster of Chatham. There will be no change in address or circulation.

FOREIGN AND COLONIAL MAILS.

Correspondence for British Soldiers on the Italian Front.

The address on letters and other Postal packets (except parcels) intended for members of the British Contingent serving on the Italian Front should include the following particulars only, in the order shown:—

- (i) Regimental number (if known),
- (ii) Rank,
- (iii) Name,
- (iv) Battery or other Unit,
- (v) Expeditionary Force.

The address on parcels should include the following particulars only, in the order shown:—

- (i) Regimental number (if known),
- (ii) Rank,
- (iii) Name,
- (iv) Battery or other Unit,
- (v) Italy.

Customs Declarations and Despatch Notes will be required as for ordinary parcels for Italy. Letters should circulate to Army Letter Office 1, London. Parcels should circulate to the G.P.O. Parcel Office, London.

The rates of postage are as follows:—

Letters.....	1d. per oz.
Postcards.....	1d. each.
Printed papers, including newspapers	$\frac{1}{2}$ d. per 2 ozs.
Parcels not exceeding 3 lb.	1s. 6d.
Parcels exceeding 3 lb. and not exceeding 7 lb.	1s. 10d.

Parcels exceeding 7 lb. should not be accepted for onward transmission.

Enquiries from members of the public should be answered in accordance with the information given above.

Parcels for Prisoners of War Abroad.

Postmasters should take steps to ensure that Notice No. 11 issued with the Post Office Circular of the 28th of November last and headed "Parcels for Prisoners of War Abroad" is displayed as prominently as possible in all Post Offices in their District.

Parcels for British Prisoners of War in Switzerland.

According to information furnished by the Swiss Post Office the Swiss authorities have introduced new regulations restricting the privileges of free postage and exemption from Customs Duty hitherto accorded to parcels addressed to prisoners of war and civilians interned in Switzerland.

(1) Parcels, except those containing beverages, for prisoners of war and interned needy civilians will be exempted from Postal and Customs charges only if they do not exceed 1 lb. in weight or if, while exceeding 1 lb. but not exceeding 11 lb., they contain nothing but articles for the personal use of the addressee, such as clothing, bed-linen, articles necessary for the care of the body, &c.; but no parcel containing food, or articles such as scent, scented soap, &c., can be sent free of charge if it exceeds 1 lb. in weight. Parcels containing beverages are without exception liable to the ordinary Postal and Customs charges.

(2) Exemption from Postal and Customs charges will not in future be accorded to any parcel addressed to an interned civilian who is capable of supporting himself.

(3) In future, therefore, only parcels for prisoners of war and needy civilians which weigh not more than 1 lb. and parcels over 1 lb., but not over 11 lb., in weight which contain only articles necessary for the personal use of the addressee (not including food, beverages, &c.) will be delivered in Switzerland free of Customs and Postal charges. All other parcels (which must not exceed 11 lb. in weight), whether posted by members of the public or received from recognised Associations, should be accepted only on

Temporary Indoor Officers.

Temporary Male and Female Indoor Officers are required in the South Western District for Postal and Telegraph work.

Males eligible for military service will not be accepted.

Experienced Female Temporary Telegraphists are required in the Central Telegraph Office.

Third class personal locomotion expenses are allowed.

Full particulars can be obtained from the Surveyor, Portsmouth, or the Controller, Central Telegraph Office, London, E.C. 1, as the case may be.

Candidates should apply through the usual official channels.

FIVE PER CENT. WAR LOAN, 1929-1947.**Issue of free Money Orders for the purchase of Stock to round-up odd amounts on the Post Office Register.**

For the purpose of making remittances to round-up odd amounts of Five per cent. War Stock resulting from Conversion, Money Orders may be issued free of poundage **on production by the applicant of the form (W.L. 90) showing the amount for which the Money Order is required.**

The Order should be made payable to the Controller, Post Office Savings Bank, and crossed "Bank of England," and the words "War Loan" should be written in the margin of the Money Order Account against the entry of each Order.

No Order should be issued after the 31st of May next.

ARMY AND NAVY ALLOWANCES.**Payment to be withheld if soldier is reported discharged.**

It is stated that when a Payee reports at a Post Office the discharge or desertion of the soldier in respect of whom she draws allowance she is not infrequently informed that the Allowance should continue to be drawn until the book is recalled. Attention is therefore directed to Rule 19 of the Rules regarding Postal Drafts and Allowance Forms, which is as follows:—"Payment should be withheld in any case where the payee expresses doubt whether an allowance is properly payable, e.g., when the soldier has been discharged. In such a case the matter should be briefly reported to the Issuing Authority with particulars of the allowance as shown on the cover of the book of forms." At the same time the payee should be advised to communicate with the Issuing Authority.

Army Allowance Books containing a Single Allowance Form.

Allowance Books containing a single Allowance Form for the sum of £3, payable on presentation of a separate Identity Certificate, are being issued by the Pension Issue Office to certain persons in receipt of Separation Allowance. In such cases a report on Form Postmasters No. 568 need not be forwarded to the Issuing Authority.

Rule 10 for Allowance Form business will be amended when the next correction slip is issued.

Post Office Guide.—Alterations and Additions.

- Page 150.—*Under* Abertillery, Mon. *Delete* Blaenau Gwent.
 " 180.—Birchgrove, Llansamlet, Glam. *Delete entry.*
 " 184.—Blackpool—South Shore. *Insert* M.T. in 2nd column;—The Gynn. *Delete* M. *Insert* Tt.;
 —Threlfall Road. *Delete* Tt. *Insert* M.
 " 185.—Blaenau Gwent, Abertillery, Mon. *Delete entry.*
 " 190.—*Under* Bournemouth. *Delete* Bourne Valley.
 " 232.—Corse Lawn, Tewkesbury. *Delete* M.
 " 239.—*Under* Croydon. *Delete* Howbery Road, Thornton Heath.
 " 243.—*Under* Dartford. *Delete* Hythe Street.
 " 254.—*Under* Dundee. *Delete* North Church Street.
 " 315.—*Under* Hythe. *Delete* East Hythe.
 " 321.—Keyingham, Hull. *Delete* M.
 " 338.—*Under* Leicester. *Delete* Southgate Street.
 " 354.—*Under* Lossiemouth, Morayshire. *Delete* Stotfield.

Suspension of the Sorting Duty in the Lincoln and Tamworth Sorting Carriage.

The Sorting duty in this Carriage was suspended after the arrival at Lincoln on the morning of the 2nd of June. The Carriage continues to run as a stowage-van (except on Saturday night and Sunday morning) for the conveyance of through bags, and **sacks** hitherto made up for the Sorting Carriage should continue to be made up, but they should be labelled for the Lincoln and Tamworth Bag Carriage. The **sacks** previously despatched from the Sorting Carriage are being made up in the Bag Carriage, in which a postman travels for the purpose.

In consequence of the suspension of the Sorting duties in the Carriage, the circulation of Letters and Parcels for the following Sub-Offices should now be as for Grimsby by all Mails:—

Barnetby, Lines.
Brocklesby, Lines.
East Halton, Lines.
Elsham, Lines.
Great Coates, Lines.

Habrough, Lines.
Healing, Lines.
Immingham, Habrough, Lines.
Stallingborough, Lines.
Worlaby, Lines.

and the circulation of Letters and Parcels for Caistor, Lines., should be to Lincoln by all Mails.
This instruction cancels that in the Post Office Circular of the 27th of March last as regards Letters and Parcels for the places named above.

Instructions have been issued as regards alterations in vouching. Any Postmaster who requires further information should obtain it from his Surveyor.

Post Office Guide.—Alterations and Additions.

- Page 150.—Abergorky, Treorchy (Rhondda), Glam. *Delete entry.*
 156.—*Under* Anstruther. *Delete* Anstruther Wester.
 169.—*Under* Banbury. *Delete* Market Place.
 184.—Blackpool—Military Hospital. *Insert* SB.
 205.—Butts Green, Romsey. *Delete entry.*
 217.—*Under* Chatham. *Delete* West End.
 236.—*Under* Crieff. *Delete* Hydropathic.
 271.—Finchampstead, Wokingham. *Delete entry.*
 286.—Grantchester, Cambridge. *Delete* M. *Insert* SB.
 291.—*Under* Griffiths Town, Newport, Mon. *Delete* Sebastopol.
 299.—*Under* Hastings. *Delete* Longfields.
 307.—Hitcham, Maidenhead. *Delete entry.*
 310.—Honing, Norwich. *Insert* M.
 314.—Hundon, Clare, Suffolk. *Insert* SB.
 316.—Ilfracombe, Hele. *Delete* M.
 333.—*Under* Lancaster. *Delete* King Street and Stonewell.
 338.—*Under* Leeds. *Delete* Woodhouse.
 353.—Longden, Shrewsbury. *Delete* SB.
 353.—Longfields, Hastings. *Delete entry.*
 383.—New Hincksey, Oxford. *Delete entry.*
 386.—*Under* Newtown. *Insert* Newtown, near Station | M.t. | .
 386.—*Under* Newtown. *Delete* Bridge Street.
 398.—*Under* Oxford. *Delete* New Hincksey.
 417.—*Under* Reading. *Delete* Elgar Road.
 436.—Sebastopol, Griffiths Town, Newport, Mon. *Delete entry.*
 440.—*Under* Shipley. *Insert* Valley Road | M. | .
 462.—Sutton—Westmead Road. *Delete* M.
 476.—*Under* Treorchy (Rhondda), Glam. *Delete* Abergorky.
 480.—Upavon Central Flying School, Upavon, Pewsey, Wilts. *Insert* M. in 2nd col.
 481.—Upper Sapey, Worcester. *Delete* M. *Insert* SB.
 504.—Woodhouse, Leeds. *Delete entry.*
 516.—*Insert* Acton, The Vale (119) | W. 3. | . *Last column.* Thurs. 1.0 p.m.
 523.—Hammersmith, Dalling Road (98), W. 6. *Delete entry.*
 527.—Loampit Vale, S.E. 13. *Delete entry.*
 528.—North Kensington, Kilburn Lane (13), W. 10. *Delete entry.*
 531.—St. John's Wood, Church Street, N.W. 8. *Delete entry.*

Sub-Office—Change of Address.

The present address of the undermentioned Sub-Office was incorrectly shown in the notice which appeared in the Post Office Circular of the 24th of April, 1917 (page 158). It should be noted that the address has been altered as shown below:—

FROM	TO	Character of Office.
Boot, Cumberland	Boot, Carnforth	nS.

Romsey Camp B.O.

A temporary Branch Office has been opened as above. All classes of postal and telegraph business are transacted, the hours of attendance being 9 a.m.—7 p.m. on week-days and 8.30 a.m.—10 a.m. on Sundays. Southampton is the transmitting office for telegrams, and correspondence should circulate as for Romsey.

Windmill Hill Camp (Andover).

A temporary Branch Office has been opened at this Camp for the transaction of all classes of Postal and Telegraph business.

The hours of attendance will be:—Week-days, 9.0 a.m. to 7.0 p.m.; Sundays, 8.30 a.m. to 10.0 a.m.

The transmitting Office will be Tidworth Barracks.

Letters and parcels should circulate via Andover.

Letters and Parcels for Troops at Home.

It is found that the rules laid down for the disposal of undelivered letters and parcels addressed to troops in this Country are not being strictly adhered to, and that a considerable proportion of such postal packets is forwarded to Returned Letter Branches, &c., instead of to "Home Defence." Special attention is therefore directed to the instructions on this subject contained in the Supplement to the Post Office Circular of 27th of June, 1916, paragraph C 2 (b). The instruction to notify the arrival of troops (paragraph C 2 (d)) is also frequently ignored. It is most important that such arrivals should be reported immediately in the manner prescribed.

FOREIGN AND COLONIAL MAILS.**Foreign Parcel Post.**

(1) The War Office will shortly require certain firms to adopt a special system for posting parcels and sample-packets to certain foreign countries.

(2) The only aspect of the system which concerns counter-officers is that these firms will post some of their parcels and sample-packets in closed mail-bags or brown-paper wrappings, addressed to the Censor of Parcels, Regent's Park, London, on which no postage need be paid. The bag or brown paper package is called a "censor-package."

(3) The only action required of counter-officers in respect of a Censor-package is to accept it as if it were a bulky unregistered letter-package addressed to the Censor and put it in course for transmission accordingly.

(4) Postal Officers must on no account either—

- (a) Open a Censor-package, or
- (b) Give a certificate of posting for the package or for any of its contents, or
- (c) Register the package, or
- (d) Give any advice to senders about the system.

(5) The firms concerned are being informed that they must post their Censor-packages at a Head, District or Branch Post Office, and that before beginning to do so they must give to the Office concerned a written notice referring to this issue of the Circular, so that counter officers may be reminded of the instructions.

(6) The firms concerned will make written application for mail-bags in which to enclose their parcels. Plain parcel bags should be supplied.

Mail Service to India and the East—(continued).

- Page 678. **Hong Kong.** Col. 2. For "P. & O. Line direct (5 weeks)" substitute "As opportunity offers." Col. 3. For "Fortnightly" substitute "Irregular." Delete the remaining entry.
- India.** Col. 3. Substitute "Fortnightly" for "Weekly."
- " 682. **Macao.** Col. 2. For "P. & O. Line direct to" substitute "via." Col. 3. For "Fortnightly" substitute "Irregular." Delete the second entry.
- " 684. **Malay States.** Col. 2. For "P. & O. Line direct (1 month to Singapore)" substitute "As opportunity offers." Col. 3. For "Fortnightly" substitute "Irregular." Delete the remaining entry.
- Malta.** Col. 2 and 3. For the first entry substitute "By sea direct." "At least fortnightly."
- Marshall Islands.** (B) Nauru Island. Col. 2. Delete "P. & O. and Orient Lines from the Thames." Col. 3. For "Weekly" substitute "Irregular."
- " 686. **Morocco.** (b) Larache, &c. P. & O. Line. Col. 3. For "Weekly" substitute "Fortnightly."
- " 688. **New Guinea.** Col. 2. Delete "P. & O. and Orient Lines from the Thames." Col. 3. For "Weekly as a rule" substitute "Irregular."
- New Hebrides.** Col. 2. For "P. & O. and Orient Lines from the Thames to" substitute "Via." Col. 3. For "Weekly as a rule" substitute "Irregular."
- " 690. **North Borneo.** Col. 2. "P. & O. Line from the Thames to Singapore and thence," also "(6 to 7 weeks)." Col. 3. For "Fortnightly" substitute "Irregular." Delete the remaining entry.
- " 692. **Papua.** Col. 2. For "P. & O. and Orient Lines from the Thames to" substitute "Via." Col. 3. For "Weekly as a rule" substitute "Irregular."
- " 694. **Persia.** (c) Persian Post Offices in Southern Persia. Col. 3. For "Weekly" substitute "Fortnightly."
- " 696. **Portuguese India.** Col. 3. For "Weekly" substitute "Fortnightly."
- " 696. **Portuguese Timor.** Col. 2. Delete "P. & O. Line direct to Singapore." Col. 3. For "Fortnightly" substitute "Irregular."
- " 700. **Sarawak.** { Col. 2. Delete "P. & O. Line from the Thames to Singapore and thence," also "(6 weeks)." Col. 3. For "Fortnightly" substitute "Irregular."
- " 702. **Siam.** { Delete the second entry under "Siam."
- " 704. **Solomon Islands.** Col. 2. For "P. & O. and Orient Lines from the Thames to" substitute "Via." Col. 3. For "Weekly as a rule" substitute "Irregular."
- " 706. **Straits Settlements.** Col. 2. For "P. & O. Line direct (1 month to Singapore)" substitute "As opportunity offers." Col. 3. For "Fortnightly" substitute "Irregular." Delete the remaining entry.
- " 714. **Zanzibar.** Col. 3. For "Weekly" substitute "Fortnightly."

Cash on Delivery Service to the Sudan.

In working copies of the Post Office Guide the list of offices in the Sudan given in the footnote A at page 724 should be amended by the deletion of "Erkowit."

FOREIGN AND COLONIAL MONEY ORDER SERVICE.

Alterations in Rates of Conversion.

The rates shown below should be substituted for those shown in the special statement issued with the Post Office Circular of the 2nd of January:—

Country.	Rate for Orders payable abroad.	Rate for Orders payable in the United Kingdom.
Denmark, Farøe Islands and Iceland	16 kroner 70 öre.
Netherlands and Dutch Colonies ...	11 florins 40 cents
Russia ...	17 roubles
Sweden and Finland	16 kronor.
Switzerland ...	23 francs 80 centimes

Loss of Pass Card.

The Pass Card, particulars of which follow, is missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting this card or using it as a credential.

NAME. NUMBER.
W. Boyd E. 292.

Suspension of Exeter and Torrington Sorting Carriage.

This Sorting Carriage will be suspended after the arrival at Exeter on the night of the 5th of May, 1917.

Letters now circulated to this Sorting Carriage should, except where express instructions to the contrary have been given, circulate to the Great Western T.P.O., Down Night, on and from the night of the 6th of May.

The Saturday night circulation should be on Exeter, except where otherwise arranged, as there will be no Sunday service along the North Devon line.

Newspapers, Clubs, &c.

The following alterations should be made in the List:—

- Enter (*Anstruther, Fife*) Coast Burghs Observer.
- Erase Broad Arrow; the Naval and Military Gazette (Temple House, Temple Avenue, E.C. 4).
- Enter Coast Burghs Observer (*Astruther, Fife*).
- Alter address of Electrician to 8, Bouverie Street, E.C. 4.
- Enter (*Jersey, St. Helier's*) Jersey Evening News.
- Erase †Lloyd's Weekly Index (Lloyd's, Royal Exchange, E.C. 3).
- " (*Norwich*) General Intelligence Service.

TELEGRAPHS.

NOTE.—(*) To be entered in the Telegraph Circulation Book.
(†) " " Index of Codes.

Alterations in the Telegraph Circulation Book and the Index of Codes as regards Offices already open.

- *Page 46. Knaresborough.—Substitute Harrogate for Leeds as Transmitting Office.
- † — (Code XEZ). Stratford (Romford Road), London, E.—Delete entry.

CONTRACTED SIGNALS.

Enter, Harrowby Camp Grantham A.

The Contracted Signals for the Stratford Offices will now be:—

Stratford (High Street, 413), B.O.	Stratford.
Stratford (High Street, 271)	Stratford A.
Stratford (West Ham Lane)	Stratford B.

Post Office Guide.

ADDITIONS AND ALTERATIONS.

- †Dingestow Station.—In 3rd column alter hours of attendance to read "10 a.m. to 1 p.m., 2 to 5 p.m., 6 to 7 p.m., Sun. nil."
- Hest Bank, Lancaster.—Substitute "T" for "t" in 2nd column, and amend entry in 3rd column to read "Bolton-le-Sands M."
- Wimbledon Station.—The notices in the Post Office Circulars of the 10th and 17th March refer to the Wimbledon Station (L. & S.W.), which does not appear in the Post Office Guide. The notices should be cancelled.

At the following Offices the hours of attendance are now 9 a.m. to 7 p.m.
Amend 3rd column accordingly.

Abbots Ripton, Huntingdon.
Alconbury, Huntingdon.
Alderminster, Stratford-on-Avon.
Aldwinckle, Thrapston.
ALFORD.
ALFRETON.
Allesley, Coventry.
Alrewas, Burton-on-Trent.
Alvaston, Derby.
Alveston, Stratford-on-Avon.

Alwalton, Peterborough.
Ambergate, Derby.
Ancaster, Grantham.
Apethorpe, Peterborough.
Appleby Magna, Atherstone.
Ashfordby, Melton Mowbray.
ASHBOURNE.
ASHBY-DE-LA-ZOUCH.
Ashby St. Legers, Rugby.
Ashford, Bakewell.

NATIONAL HEALTH INSURANCE.

Special War Payments, &c.

In view of the increased payments for War Bonus, and, in the case of Scale Payment Sub-Postmasters, other additional or increased emoluments, Postmasters and other Controlling Officers are reminded that all special payments being made on account of the War or for other purposes (e.g., War Bonus, commission to Scale Payment Sub-Postmasters for Army and Navy Allowance or War Loan work and issue of National Health Insurance cards, Allowances for work arising out of the War, &c.) should be included with wages or scale payment for the purpose of determining the amount of contribution payable under the National Insurance Acts. In connexion therefore with Rules 3 (vii.) and (x.), 7, 9, 10 and 24 of the Book of Instructions regarding the application of the National Insurance Act, 1911, Part I., to Post Office Servants, Postmasters and other controlling Officers are requested to review without delay the conditions of insurance of all insurable Post Office servants and to seek instructions from the Metropolitan Office of Account in all cases (1) where insurance should cease, (2) where the rate of contribution on the part of either the Post Office or the Officer should be altered, or (3) where insurance should begin.

Where it is thought likely that the conditions of insurance of Scale Payment Sub-Postmasters should be altered, Postmasters should furnish lists of the Sub-Offices concerned to the Metropolitan Office of Account in order that the latest available information may be given as to the amount of commission earned for War Loan work, for Army and Navy Allowance work, and for the issue of National Health Insurance cards. When the information is received by postmasters, and it appears that the conditions of insurance require alteration, instructions should be sought from the Metropolitan Office of Account. If any Scale Payment Sub-Postmaster not now insured should, under the new conditions, be insured, the circumstances should be reported to the Metropolitan Office of Account.

French Notes and Coins.

With reference to the notice on page 168 of the Post Office Circular of the 1st of May last, each Head Postmaster will receive with this Circular a small supply of printed slips (Postmasters—No. 6) to be withdrawn for use as Ready Reckoners for calculating the sterling equivalent of French currency. Copies of the Slip should be forwarded to any Sub-Offices where appreciable numbers of applications for the exchange of French currency are dealt with.

Unpaid letters posted by members of the Colonial Forces.

Considerable difficulty is being caused by failure to observe Rules 4 (b) and 4 (c), Section C of the Instructions as regards the Special Postal arrangements, &c., affecting soldiers and sailors on active service and prisoners of War issued with the Post Office Circular of the 27th of June, 1916. Unpaid or insufficiently prepaid letters addressed to places abroad which bear some clear indication that they have been posted by members of Colonial Contingents stationed in this country should be sent forward without being marked for taxation.

Sub-Offices—Change of Address.

The address of the undermentioned Sub-Offices has been changed:—

FROM	TO
Ballingen, Rathdrum, Co. Wicklow	Ballingen, Co. Wicklow.
Moyne, Rathdrum,	Moyne, Ballingen, Co. Wicklow.

The circulation by Night Mail should be as for the Dublin and Wexford Down Day T.P.O., and at other times for Dublin.

The address of the undermentioned Sub-Offices has been changed:—

FROM	TO	Character of Office.
Hayes End, Middlesex	Hayes End, Hayes, Middlesex	M.T. <input checked="" type="checkbox"/> Ex.
Hayes Town, Hayes End, Middlesex	Hayes Town, Hayes, Middlesex	M.

The address of the undermentioned Sub-Office has been changed:—

FROM	TO	Character of Office.
Bronwydd Arms, Carmarthenshire	Bronwydd Arms, Carmarthen	nS.

Letters and parcels should circulate to Carmarthen by all Mails.

Post Office Guide.—Additions and Alterations.—(continued).

Lower Quinton, Stratford-on-Avon.
Lowick, Thrapston.
Lubenham, Market Harborough.
Lutterworth, Leicestershire.
Lyndon, Oakham.

Mablethorpe, Lincs.

Maidwell, Northampton.

Manea, March.

MANSFIELD.

Mansfield-Woodhouse, Mansfield.

Manton, Oakham.

Mappleton, Ashbourne.

Mapplewell, Barnsley.

MARCH.

Market Bosworth, Nuneaton.

Market Deeping, Peterborough.

MARKET HARBOUROUGH.

Market Overton, Oakham.

Marton, Rugby.

MATLOCK.

MATLOCK, *Cromford.*

MATLOCK, *Matlock Bath B.O.*

Mayfield, Ashbourne.

Mears Ashby, Northampton.

Measham, Atherstone.

Medbourne, Market Harborough.

Melbourne, Derby.

MELTON MOWBRAY.

Meriden, Coventry.

Mexborough, Rotherham.

Mickleover, Derby.

Milton, Derby.

Moir, Ashby-de-la-Zouch.

Monk Bretton, Barnsley.

Monk's Kirby, Lutterworth, **Leicestershire.**

Monyash, Bakewell.

Morcott, Uppingham.

Moreton Morrell, Warwick.

Moreton Pinkney, Byfield, **Northants.**

Morton, Bourne, Lincs.

Moulton, Northampton.

Moulton, Spalding.

Moulton Chapel, Spalding.

Mountsorrel, Loughborough.

Nailstone, Nuneaton.

Nanpantan, Loughborough.

Napton, Rugby.

Naseby, Rugby.

Needingworth, St. Ives, **Hunts.**

Netherseal, Ashby-de-la-Zouch.

NEWARK.

Newbold-on-Avon, Rugby.

Newbold-on-Stour, **Stratford-on-Avon.**

New Bolingbroke, Boston.

Newborough, Burton-on-Trent.

Newcastle, Co. Down.

Newhall, Burton-on-Trent.

New Leake, Boston.

Newnham, Daventry.

New Whittington, Chesterfield.

Normanton-on-Soar, Loughborough.

NORTHAMPTON.

NORTHAMPTON, *Kingsthorpe.*

NORTHAMPTON, *St. James' End.*

North Carlton, Worksop.

North Kilworth, Rugby.

North Luffenham, Stamford.

Norton, Daventry.

Norton Lindsay, Warwick.

NUNEATON.

Oakerthorpe, Alfreton.

Oasby, Grantham.

Ockbrook, Derby.

Offchurch, Leamington Spa.

Offord D'Arcy, Huntingdon.

Old Bolingbroke, Spilsby.

Old Dalby, Melton Mowbray.

Old Leake, Boston.

Old Normanton, Derby.

Ollerton, Newark.

Osbourne, Folkingham, **Lincs.**

Osmaston, Ashbourne.

Oundle, Northants.

Outwell, Wisbech.

Overseal, Ashby-de-la-Zouch.

Oxton, Southwell, Notts.

Parson Drove, Wisbech.

Partney, Spilsby.

Parwich, Ashbourne.

Pattishall, Towcester.

Pauler's Pury, Towcester.

Pebworth, Stratford-on-Avon.

PETERBOROUGH.

Pickwell, Oakham.

Pilsley, Chesterfield.

Pinchbeck, Spalding.

Pinxton, Alfreton.

Pitsford, Northampton.

Pleasley, Mansfield.

Podington, Wellingborough.

Polebrook, Oundle, Northants.

Polesworth, Tamworth.

Preston, Uppingham.

Preston-on-Stour, Stratford-on-Avon.

Priors Hardwick, Byfield, Northants.

Priors Marston, Byfield, Northants.

Pye Bridge, Alfreton.

Quarndon, Derby.

Quorn, Loughborough.

Radford Semele, Leamington Spa.

LICENCES—(continued).

No entry in respect of these licences should be made in the cash account, licence stock and sales book or quarterly licence return.

Licences that have been spoilt, or surrendered in exchange for other licences, should of course be treated in the ordinary way.

Motor licences tendered for repayment of half duty must not be accepted **after the 30th June, 1917.**

Postmasters and Sub-Postmasters are reminded that the 15s. licence for a Hackney Motor Car is applicable also to a Hackney Carriage; it should be noted, therefore, that the holder is entitled to repayment of half duty only when the licence has been taken out in respect of a Hackney Motor Car, and enquiries should be answered accordingly.

Applications by the public for the issue of new Motor licences should be complied with in the usual manner.

TO MONEY ORDER OFFICES IN SCOTLAND.

Repayment of half-duty on surrender of Motor Car, Motor Cycle or Hackney Motor Car licences will be made in Scotland by the Commissioners of Customs and Excise and applicants must be referred to the local Customs and Excise Officer. Such licences must not be accepted at Post Offices in Scotland.

Attention is directed to the last two paragraphs of the foregoing instructions.

Post Office Guide.—Correction.

Page 190.—Under Bournemouth restore the entry "*Bourné Valley* | M.t. |."

FOREIGN AND COLONIAL MAILS.**Parcels for Prisoners of War of Allied Nationalities.**

The attention of all concerned is drawn to the instruction on the above subject which appeared in the Post Office Circular of the 20th of March last and Counter Officers are reminded that the rule which prohibits the acceptance of parcels for British and Colonial prisoners of war, other than officers, which are not addressed to the care of the appropriate Association applies equally to parcels for prisoners of war, other than officers, of Allied Nationalities.

Parcels for Prisoners of War in Turkey.

According to information furnished by the Swiss Post Office the transmission of parcels addressed to Prisoners of War in Turkey is again suspended, and, until further notice, Counter Clerks should not accept such parcels. This instruction applies to all parcels addressed to civilians, officers, non-commissioned officers, and men.

Letters for Prisoners of War in Turkey are not affected.

Goods prohibited from Exportation under Order in Council.

On and after the 20th instant, the special red adhesive label affixed to parcels posted under the authority of a Privy Council Licence is to be replaced by a label of a new type which does not need the signature of the sender of the parcel to a declaration as to its contents, but is printed with the following text:—"Parcel Post. Parcel containing prohibited or restricted goods posted under Privy Council Licence." All parcels posted under the authority of a Privy Council Licence must be distinguished, before leaving the Office of Posting, by one of these labels, which must be affixed by a Post Office official. **These labels must on no account be allowed out of the custody of Post Office servants.**

The duplicate Privy Council Licences sent from the Secretary's Office on and after the 18th instant will be accompanied by labels of the new type and instructions for their treatment. Labels of the old type must not be used on and after the 20th instant; and the stock in hand of such labels must be returned to the Foreign and Colonial Branch, Secretary's Office, General Post Office, and not to the War Trade Department, after that date.

Postmasters should take steps to ensure that the instructions for dealing with these licences and labels are fully observed and that careful control is kept over the special labels.

Post Office Guide.—Additions and Alterations.—(continued).

Two Gates, Tamworth.
 Twycross, Atherstone.
 Tydd (or Tid), Wisbech.

Uffington, Stamford.
 Ullesthorpe, Lutterworth.
 UPPINGHAM.
 Upwell, Wisbech.

Wadenhoe, Oundle, Northants.
 Wainfleet, Lincs.
 Walgrave, Northampton.
 Walpole Highway, Wisbech.
 Walpole S. Andrew, Wisbech.
 Waltham, Melton Mowbray.
 Walton-on-Trent, Burton-on-Trent.
 Wansford, Peterborough.

Wappenham, Towcester.
 Warboys, Huntingdon.
 Warmington, Oundle, Northants.
 Warslow, Buxton.

Warsop, Mansfield.
 WARWICK.
 Weedon, Northants.
 Weldon, Kettering.
 Welford, Rugby.
 Welford-on-Avon, Stratford-on-Avon.
 Wellesbourne, Warwick.

WELLINGBOROUGH.
 WELLINGBOROUGH, *Little Irchester.*

Welney, Wisbech.
 Welton, Daventry.
 Werrington, Peterborough.
 West Haddon, Rugby.
 West Hallam, Derby.
 Weston, Towcester.
 Weston Underwood, Derby.
 West Walton, Wisbech.
 Wetton, Ashbourne.

Whaley Bridge, Stockport.
 Whaplode Drove, Wisbech.
 Whissendine, Oakham.
 Whittington Moor, Chesterfield.
 Whittlebury, Towcester.
 Whittlesea, Peterborough.
 Whitwell, Mansfield.

Wilbarston, Market Harborough.
 Willington, Derby.
 Willoughby, Rugby.
 Wilmcote, Stratford-on-Avon.

Wilnecote, Tamworth.

Wimblington, March.

Wing, Oakham.

Winster, Matlock.

Winthorpe, Newark.

Wirksworth, Derbyshire.

WISBECH.

Wisbech St. Mary, Wisbech.

Witham-on-the-Hill, Bourne, Lincs.

Withern, Alford.

Wollaston, Wellingborough.

Wolston, Coventry.

Wombwell, Barnsley.

Woodford, Thrapston.

Woodford Halse, Byfield, Northants.

Woodhouse Eaves, Loughborough.

Woodville, Burton-on-Trent.

Woolsthorpe, Grantham.

WORKSOP.

Worsborough Dale, Barnsley.

Wymeswold, Loughborough.

Wymondham, Oakham.

Yaxley, Peterborough.

Yelvertoft, Rugby.

Youlgrove, Bakewell.

Yoxall, Burton-on-Trent.

Code in Foreign Telegrams:—St. Croix, St. Thomas and Bolivia.

The use of code in telegrams for the Islands of St. Croix and St. Thomas is prohibited; and the relative entry under West Indies on page 7 of the Instructions headed "Foreign and Colonial Telegrams and Radiotelegrams" issued with the Circular of the 26th of September should be amended accordingly.

Plain language telegrams for these islands must be signed in full. The use of the surname only as a signature is not permissible. This should be noted in paragraph 22 of the above-mentioned instructions.

The word "simplex," which appeared after the name of Lieber's code in the notice concerning telegrams for Bolivia in last week's Circular, should be disregarded.

Loss of Mails from Egypt, the Egyptian Expeditionary Force, and, possibly, East Africa.

The French Mail Packet "Yarra" which was sunk through enemy action had Letter Mails on board from Egypt and the Egyptian Expeditionary Force, despatched from Port Said on the 27th of May and containing one or two days' postings. Letter Mails from Mauritius, Madagascar, Seychelles, Zanzibar and East Africa may also have been lost.

No compensation is paid in the case of such losses; and any enquiries from the public for correspondence likely to have been included in the lost mails should be answered accordingly unless Postal Orders are in question (refer to Controller, Money Order Department) or Bank of England or Currency Notes (refer to Controller, London Postal Service). If more definite information is required applicants should be requested to advise the senders to apply at the office of posting.

Parcel Post to Dutch West Indies.

The undermentioned rates of postage will in future be charged on parcels for the Dutch West Indies in place of those shown in column 4 on page 668 of the Post Office Guide:—

For every parcel not exceeding	7 lb.	11 lb.
3 lb.	3s.	3s. 7d.
2s. 3d.		

Working copies of the Guide should be amended accordingly; and care should be taken to ensure the application of the new rates.

MONEY ORDERS.

Rules for Money Order Business.

A Correction Slip (No. 7) to the Rules for Money Order business is issued with this Circular. Copies of the book should be amended accordingly, the officer responsible making the necessary entries in and initialling the table at the beginning of the book.

Loss of Armlet.

A blue and white armlet bearing the mark "G.P.O. No. 3766" has been lost. If it be found by a member of the public and presented at any Post Office it should be accepted and sent, with the name and address of the finder, to the Post Office Superintending Engineer, Ireland, District Dublin.

Loss of Pass Cards.

The Pass Cards, particulars of which follow, are missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting one of these cards or using it as a credential.

NAME.	NUMBER.
F. O'Hara	E. 8052

NAME.	NUMBER.
J. H. Braund	E. 4097

Parcel Post to the Sudan.

The following list should be substituted for that given in the entry under "Egypt" in column 8 on page 671 of the Post Office Guide:—

(a) **All the year round.** Abu Hamed, Affat, Amentago, Argo, Atbara, Barakat, Berber, Bor, Debba, Dongola, El Dueim, El Damer, El Obeid, Gebelein, Ganetti, Geili, Geteina, Ghaddar, Goolid Bahari, Hag Zamar, Halfa, Hassa Heissa, Kaka, Kareima, Kawa, Kenisa, Kerma, Khandak, Khartoum, Khartoum North, Kodok, Korei, Korti, Kosti (White Nile), Lal, Magal, Malakal, Malek, Melut, Merowi, Meshra el Rek, Meshra el Zeraf, Mongalla, Musha, Number Six Sudan, Omdurman, Port Sudan, Rahad, Rejaf, Renk, Sennar, Shambe, Shendi, Sheikh Tombe, Sherlik, Suakin, Tangassi Suk, Tangassi Island, Taufikia, Tayiba, Tonga, Um Ruaba, Urbi, Wad Medani, Zeidab.

(b) From the 1st of June to the 31st of October inclusive: Abwong, Doleib Hill (Sobat), Gambela, Mouth of Baro, Nasser, Torfoot.

(c) In summer only: Gebeit, Sinkat.

Parcels for other places may be insured, but only as far as the above-mentioned places (see page 74).

Ordinary parcels are admitted to the Sudan all the year round except for Erkowit and Gelet-el-Nahl (summer service only), Mefaza (winter service only) and the places mentioned above under (b) (service open from 1 June to 31 October inclusive).

The following list should be substituted for that appearing at the foot of page 724:

A. Service with Sudan restricted to places participating in insurance (see page 671) and the following:— Bara, Delgo, El Fasher, Eliri, Erkowit, Gallabat, Gedaref, Gelet el Nahl, Kamlin, Karkoj, Kassala, Kosha, Mefaza, Mvolo, Nahud, Nasser, Roseires, Rufaa, Rumbek, Singa, Talodi, Tokar, Wau.

Remittances to Salonica.

Arrangements have been made for British Postal Orders to be paid at the British Army Post Office at Salonica when presented by civilians. "British Army Post Office, Salonica," should accordingly be added to the list of places given at page 118 of the Post Office Guide.

FOREIGN AND COLONIAL MONEY ORDER SERVICE.

Alterations in Rates of Conversion.

The rates shown below should be substituted for those shown in the special statement issued with the Post Office Circular of the 2nd of January:—

COUNTRY.	RATE FOR ORDERS PAYABLE ABROAD.
Denmark, Farøe Islands and Iceland	16 kroner 40 öre.
Russia	16 roubles 50 copecks.

Loss of Pass Cards.

The Pass Cards, particulars of which follow, are missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting either of these cards or using it as a credential.

NAME.	NUMBER.	NAME.	NUMBER.
A. Midgelow	E. 5336	F. L. Bridger	E. 11347

Temporary Camp on Scarborough Race Course.

A Temporary Camp Post Office has been opened on Scarborough Race Course, at which Postal Order business and Telegraph business are transacted. The Transmitting office is Scarborough.

FOREIGN AND COLONIAL MAILS.

Enquiries for Registered Letters addressed to the Expeditionary Forces.

With reference to Section D, paragraph 3 of the Special Instructions issued with the Post Office Circular of the 27th of June, 1916, as amended by the notice in the Post Office Circular of 24th of October, 1916, Postmasters should note that in future all Forms Postmasters No. 58 which refer to registered letters addressed to the Expeditionary Forces should be accompanied by either the original or a duplicate certificate of posting.

It is found that there are still many cases in which the full address of the Registered Letter is not shown on the certificate of posting. The attention of all concerned should be drawn to the importance of seeing that the address on the certificate of posting is an exact copy of that on the letter.

Loss of Parcel Mails for the Salonika Force.

A parcel mail for the Salonika Force containing parcels which reached the Army Parcel Office, London, for despatch between 10 a.m. on the 15th and 6 p.m. on the 18th of May has been lost at sea through enemy action. No compensation is paid by the Post Office in the case of such losses; and any applications for missing parcels likely to have been included in the lost mail should be answered at once by a statement to that effect.

Goods prohibited from Exportation under Order in Council.

On and after the 20th instant, the special red adhesive label affixed to parcels posted under the authority of a Privy Council Licence is to be replaced by a label of a new type which does not need the signature of the sender of the parcel to a declaration as to its contents, but is printed with the following text:—"Parcel Post. Parcel containing prohibited or restricted goods posted under Privy Council Licence." All parcels posted under the authority of a Privy Council Licence must be distinguished, before leaving the Office of Posting, by one of these labels, which **must be affixed by a Post Office official. These labels must on no account be allowed out of the custody of Post Office servants.**

The duplicate Privy Council Licences sent from the Secretary's Office on and after the 18th instant will be accompanied by labels of the new type and instructions for their treatment. Labels of the old type must not be used on and after the 20th instant; and the stock in hand of such labels must be returned to the Foreign and Colonial Branch, Secretary's Office, General Post Office, and not to the War Trade Department, after that date.

Postmasters should take steps to ensure that the instructions for dealing with these licences and labels are fully observed and that careful control is kept over the special labels.

Advice of Delivery of an Insured Parcel.

The final sentence of Rule 69(a) in the Foreign and Colonial Parcel Post Rules for Head Postmasters and of Rule 68(a) in the corresponding Rules for Sub Postmasters should be amended to read as follows:—"When the parcel is despatched, the form must be attached to it in the manner prescribed in Rule 29; and the relative entry on the bill must be marked with the letters 'A.R.'."

A Correction Slip will be issued in due course.

Sunningdale Camp (Ascot).

Temporary Telegraph and Telephone Call Offices have been opened at this Camp. The hours of business are 9 a.m. to 7 p.m. on Week-days and 8.30 a.m. to 10 a.m. on Sundays. The transmitting office is Staines, and the telephone service will be afforded through Egham at the charges applicable to the Windsor area.

Rural Postman's Cart for Sale.

Length of body	2 ft. 10 in.	} inside measurements.
Width { at top	3 ft. 4½ in.	
{ at bottom	3 ft. 4½ in.	
Height	1 ft. 11 in.	
Height of wheels	4 ft. 4 in.	
Weight of cart	3 cwt. 24 lbs.	
Price	£9 10s.	

Condition:—Wheels and body good. Extra good shafts.

Apply to Mr. E. Pughe, Postman, Towyn, Merioneth.

FOREIGN AND COLONIAL MAILS.

Loss of Letter Mails for West Africa.

Letter Mails containing correspondence for the Gambia, Senegal and French Guinea and specially superscribed correspondence for other parts of West Africa despatched from Liverpool on the 14th of April have been lost at sea through enemy action.

No liability can be accepted for loss or damage arising from acts of the King's enemies. Any applications received should be forwarded to the Postmaster of Liverpool for treatment.

Loss of Parcel Mails from Egypt, India, Australia and the Far East.

Particulars are given below of Parcel Mails which have been lost at sea by enemy action:

Country of Origin	Date of posting at the ports mentioned of the lost parcels	Country of Origin	Date of posting at the ports mentioned of the lost parcels	Country of Origin	Date of posting at the ports mentioned of the lost parcels
	1917.		1917		1917
Aden ...	28 March—3 April	Egypt (including Egyptian Expeditionary Force): Port Said ...	31 March—7 April	North Borneo	Uncertain
Australia:				Sarawak ...	Do.
Adelaide ...	22 Feb.—8 March			Siam ...	Do.
Brisbane ...	14 Feb.—28 Feb.	Gibraltar ...	11—18 April	Straits Settlements and Federated Malay States:	
Launceston ...	20 Feb.—6 March	Hong Kong...	7 Feb.—2 March	Penang ...	16 Feb.—10 March
Melbourne ...	24 Feb.—6 March			Singapore ...	14 Feb.—17 March
Perth ...	26 Feb.—12 March	India:		British East Africa and Uganda, British Somaliland, Seychelles, Zanzibar	} Uncertain if any Mails from these were lost.
Sydney ...	17 Feb.—3 March	Bombay ...	22—28 March		
Ceylon:		Calcutta ...	17—24 March		
Colombo ...	17—24 March	Karachi ...	16—23 March		
China:		Madras ...	13—20 March		
Shanghai ...	3—26 Feb.	Rangoon ...	Up to 12 April		
Cyprus ...	23 March—2 April	Malta ...	Up to 12 April		
Dutch East Indies	Uncertain	Mesopotamian Expeditionary Force ...	Uncertain		

No corresponding Letter Mails were lost. Any enquiries for missing parcels which were probably included in the lost mails should be answered by a statement that the parcels were probably lost at sea through enemy action and that no compensation is paid by the Post Office for loss arising in such circumstances. If more definite information is required application should be made by the sender at the office of posting.

3 JULY, 1917.

Sub-Offices—Change of Control.

The undermentioned Sub-Offices have been transferred from the control of the Postmaster of Tuam to that of the Postmaster of Galway :—
 Belclare, Cahirlistrane, Headford and Shrile.
 There will be no change in the postal address or in circulation.

Postal Packets addressed to persons on board ship at a port in Scotland.

The censorship of letters, postcards and Book Rate packets under the arrangements set forth at page 120 of the Post Office Circular of the 27th of March last, No. 2343, will be suspended, so far as Scottish ports are concerned, during the months of July and August.

Post Office Guide.—Alterations and Additions.

- Page 171.—Under Barnstaple. *Delete* Sticklepath Terrace.
 249.—Doonagore, Lahinch, Co. Clare. *Delete* M.
 425.—Insert Royal Aircraft Factory, Aldershot | M. | .
 523.—Hammersmith, King Street (163), W. 6. *Delete* entry.
 533.—Stoke Newington, Fountayne Road, N. 16. *Delete* entry.

FOREIGN AND COLONIAL MAILS.

Correspondence for H.M. Ships abroad (including the Royal Naval Air Service abroad).

Rule 2(d) Section A of the Instructions as regards the Special Postal Arrangements, &c., affecting Sailors and Soldiers on Active Service and Prisoners of War issued with the Post Office Circular of the 27th June, 1916, should be amended to read as follows :—

"Parcels for H.M. Ships abroad (including the Royal Naval Air Service stationed abroad) should be prepaid at the rates of postage applicable to parcels for the places at which the ships are stationed. If the sender is not aware of the actual station of the ship to which the parcel is addressed, but knows that the Station is outside Home Waters, postage should be charged at the rates of 1s. for a parcel not exceeding 3 lb., 1s. 9d. for a parcel exceeding 3 lb. but not exceeding 7 lb., and 2s. 6d. for a parcel exceeding 7 lb. but not exceeding 11 lb. Parcels for units of the Royal Naval Air Service known to be serving in France, and addressed accordingly, are subject to the charges and general regulations now governing the despatch of parcels to the British Expeditionary Force."

Mails for India, the Far East and Australia lost at sea.

The following is a statement of Mails for India, the Far East and Australia recently lost at sea through enemy action :—

DESTINATION	Dates on which the lost letters, printed matter, &c., and parcels reached the General Post Office, London, for despatch		
	Letters	Printed matter, &c.	Parcels
Mesopotamian Expeditionary Force.....	25-31 May	25-31 May	16-22 May
India	" "	24-30 "	17-23 "
Ceylon.....	" "	" "	10-23 "
Straits Settlements	" "	" "	" "
Malay States	" "	" "	" "
Dutch East Indies	" "	" "	" "
North Borneo	" "	" "	" "
Sarawak	" "	" "	" "
Siam	" "	" "	" "
Manila	" "	" "	" "
Hong Kong*	" "	" "	" "
China*	" "	" "	" "
Japan*	" "	" "	" "
Australia.....	" "	" "	No parcels for Japan
New Zealand.....	20-31 May	20-30 "	20-30 May
	16-31 "	16-30 "	No Parcels for New Zealand

* The Mails for Hong Kong and China contained printed matter, &c., but no letters, except those specially addressed via Suez. The Mails for Japan contained only correspondence (letters and printed matter, &c.) specially superscribed via Suez.

Parcels posted under the Authority of a War Trade Department Licence.

Postmasters of offices to which duplicate War Trade Department licences have been forwarded should take stock of the special red labels they have on hand; and any which may not be required for the current licences should be returned, as early as possible, to the Secretary, Foreign and Colonial Branch, under special cover marked "Red labels for parcels under War Trade licences."

It is probable that labels may be held at some offices in respect of licences which have expired unused.

Sub-Offices—Change of Address.

The address of the undermentioned Sub-Offices has been changed:—

FROM	TO	Character of Office.
Clare, Tandragee, Co. Armagh	Clare, Portadown	nS.
Eleven Lane Ends, Tandragee, Co. Armagh..	Eleven Lane Ends, Portadown	nS.
Gilford, Co. Down	Gilford, Portadown	T L. Ex. M.T.
Laurelvale, Tandragee, Co. Armagh	Laurelvale, Portadown	—
Laurencetown, Gilford, Co. Down	Laurencetown, Portadown	M.
Moyallon, Gilford, Co. Down	Moyallon, Portadown	T nS. T L. Ex.
Tandragee, Co. Armagh	Tandragee, Portadown	T L. Ex. M.T.

The circulation should be as for Portadown by all Mails.

The address of the undermentioned Sub-Office will be changed after the 26th instant:—

FROM	TO	Character of Office.
Nobber, Kells	Nobber, Co. Meath	T Ex. M.T.

The circulation should be as for Dublin by all Mails after the night of the 25th instant.

The address of the following Sub-Offices has been changed:—

FROM	TO	Character of Office.
Powburn, Alnwick	Powburn, Glanton, Northumberland	T M. nS.
Milfield, Alnwick	Milfield, Wooler, Northumberland	M.T. nS.
Kirk Newton, Alnwick	Kirk Newton, Wooler, Northumberland .	nS.

Tadworth Camp, Tadworth (Surrey).

A temporary Post Office has been re-opened at this Camp for postal (not Money Order and Savings Bank) and telegraph business. The hours of attendance are 8.0 a.m. to 7.0 p.m. on week-days, and 8.30 a.m. to 10 a.m. on Sundays.

The transmitting office is TS. Letters and parcels should circulate as for Tadworth (Surrey).

FOREIGN AND COLONIAL MAILS.

Parcel Post to China.

The list of Chinese Post Offices participating in the International Parcel Post which was issued with the Post Office Circular of the 16th of November, 1915, and amended by a notice in the Post Office Circular of the 16th of May, 1916, should be further amended as follows:—

Delete:—

Canton City (Kwangtung).
 Foochow City (Fukien).
 Fowchow Sze (Szechwan).
 Hochow Sze "
 Kiatingfu "
 Kiungchow City (Kwangtung).
 Luchow (Szechwan).
 Omui (Fukien).
 Shameen (Kwangtung).
 Sinhohsien (Chihli).

Delete:—

Suifu (Szechwan).
 Taihochon
 Taishatow (Kwangtung).
 Tangmuikai (Fukien).
 Wongsha (Kwangtung).

Insert in alphabetical order:—

Shiuchow (Kwangtung).
 Sinho Chi (Chihli).
 Taichenshi (Kwangtung).

ARMY ALLOWANCES.

Identity Certificates of Obsolete Pattern.

The instruction under this head in the Post Office Circular of the 19th of June to refuse payment of Allowance to any person presenting a certificate not bearing a printed number with an alphabetical prefix from L onwards is suspended until further notice.

Sub-Offices—Change of Address.

The address of the undermentioned Sub-Offices will be changed on the 15th of July:—

FROM	TO	Character of Office.
Church Street, Hellingly, Sussex	Church Street, Hailsham, Sussex	—
Cross-in-Hand, Tunbridge Wells	Cross-in-Hand, Sussex	M.T.
Five Ashes, Tunbridge Wells	Five Ashes, Mayfield, Sussex	M.T.
Golden Cross, Hellingly, Sussex	Golden Cross, Hailsham, Sussex	—
Hellingly, Sussex	Hellingly, Hailsham, Sussex	M.T.
Horeham Road, Sussex	Horeham Road, Eastbourne	M.T.
Little London, Horeham Road, Sussex	Little London, Eastbourne	T.
Upper Dicker, Hellingly, Sussex	Upper Dicker, Hailsham, Sussex	M.T.
Vines Cross, Horeham Road, Sussex	Vines Cross, Eastbourne	M.T.
Waldron, Tunbridge Wells	Waldron, Cross-in-Hand, Sussex	M.T.
Willingdon, Sussex	Willingdon, Eastbourne	T. Ex. M.T.

The circulation should be in accordance with the new address by all Mails commencing with the Night Mail of the 15th instant.

In the Post Office Circular of the 3rd instant, the new postal address of the Isle of Coll was given as Coll, Isle of, Searinish, Argyllshire, instead of Coll, Isle of, Argyllshire.

FOREIGN AND COLONIAL MAILS.

Foreign and Colonial Parcel Post.—Undertaking to pay Customs and other Charges.

In future the deposit to be paid by the sender of a parcel for a place abroad who desires to undertake the payment of Customs and other charges in the country of destination will be as follows:—

- (a) On parcels for Australia, Canada, New Zealand, the Union of South Africa or the United States of America, 1s. for every 2s. or fraction of 2s. of the declared value, with a minimum deposit of 5s.
- (b) On parcels for other destinations, 1s. for every 5s. or fraction of 5s. of the declared value, with a minimum deposit of 2s.

(The special arrangements with regard to the deposit required on parcels of tobacco addressed to members of the French Army will not be changed.)

The Form of Undertaking (Postmasters No. 416) will be reprinted as soon as possible to show the altered amounts; and those in stock should be amended in manuscript as required for use.

The necessary alterations should be made in working copies of the Post Office Guide on pages 63 and 64, and in Column 8 on pages 661, 689, 705, and 713, and the following note inserted opposite Australia on page 655, Column 8:—

“When the sender wishes to undertake payment of the Customs and other charges a deposit is required of 1s. for every 2s. or fraction of 2s. of the declared value, with a minimum deposit of 5s. The senders of parcels to Australia can ascertain from the offices of the Commonwealth of Australia, Australia House, Aldwych, W.C. 2, the rate of duty to which goods are subject upon importation into Australia.”

The necessary note should be made in the Foreign and Colonial Parcel Post Rules for Head Postmasters and Sub-Postmasters in Rule 40, paragraphs (d) and (g). Correction slips will be issued in due course.

VACANCIES—(continued).

The special attention of candidates is called to the rule which, in the case of vacancies or promotions, strictly prohibits them from applying except through their immediate superior officers. (See Staff Rules, Rule 28.)

The object of this regulation is to maintain the principle that promotion should be made solely with a view to the efficiency of the service, and on an impartial comparison of the qualifications of the candidates. In fairness to all the candidates it is not considered just that any one of them should be permitted to secure influential outside support which is not available for his competitors.

Any candidate who infringes this regulation renders himself liable to disqualification for appointment, and, in certain circumstances, to severer penalties.

Temporary Indoor Officers.

Temporary Male and Female Indoor Officers are required in the South Western District for Postal and Telegraph work. Candidates must be capable of taking full charge of a Counter duty, or a busy Sounder Circuit.

Males eligible for military service will not be accepted.

Experienced Female Temporary Telegraphists are required in the Central Telegraph Office.

Third class personal locomotion expenses are allowed.

Full particulars can be obtained from the Surveyor, Portsmouth, or the Controller, Central Telegraph Office, London, E.C. 1, as the case may be.

Candidates should apply through the usual official channels.

Public Meals Orders, 1917.

Enquiry has been made by certain Post Office Refreshment Clubs whether they come within the scope of the Public Meals Orders, 1917.

The Postmaster General has no authority to determine the legal question involved, but he looks with confidence to all Post Office Refreshment Clubs, Branches, &c., to conform to the spirit of the Orders or of any modifications thereof or other regulations made by the Food Controller.

War Expenditure—Form Postmasters No. 1.

In connexion with the loan of certain Women Telegraphists and Telephonists to the War Office for Army work without civil pay, it should be noted that no entry in respect of the pay of these officers or the cost of their substitution should appear in the War Expenditure Return.

Suspension of Shrewsbury and Aberystwyth Sorting Carriage.

This Sorting Carriage will be suspended after the arrival at Shrewsbury on the night of the 2nd June, 1917. The existing Saturday night circulation on Shrewsbury should apply for the last time on the night of the 2nd of June.

Letters now circulated to this Sorting Carriage should on and from the night of 3rd June circulate to the Cardiff and York T.P.O. nightly. The Controller, London Postal Service, will notify Surveyors as regards the special division of the correspondence that will be necessary at offices despatching bags to the Cardiff and York T.P.O. going West at Crewe.

On the 4th of June the addresses of the following Sub-Offices will be changed:—

FROM	TO	Character of Office.
Crosswood, Aberystwyth	Crosswood, Cardiganshire	M.T. nS.
Devil's Bridge, "	Devil's Bridge, "	T L. Ex. M.T.
Llandre, "	Llandre, "	nS.
Llanfarian, "	Llanfarian, "	—
Llanilar, "	Llanilar, "	M.T. T L. Ex. nS.
Mallwyd, Dinas Mawddwy, Merioneth	Mallwyd, Merioneth	nS.
Pantydwr, Rhayader, Radnor	Pantydwr, Radnor	nS.
Ponterwyd, Aberystwyth	Ponterwyd, Devil's Bridge, Cardiganshire	T.M. nS.
Rhydyfelin, "	Rhydyfelin, Cardiganshire	—

Beginning on the night of 3rd June, the circulation each night will be to Crewe for parcels and to the Cardiff and York T.P.O. going West for letters. The division in which such letters should reach that T.P.O. from offices vouching at Crewe will be notified to the Surveyors concerned by the Controller, L.P.S.

Mail Service to Canary Islands and Portuguese West Africa.

The April edition of the Post Office Guide should be altered as follows:—

- Page 639. Portuguese West Africa.—Col. 9:—
Between "Mossamedes" and "Novo Redondo" insert "Noqui."
" 661. Canary Islands.—Col. 8:—
Between "Puerto de la Cruz" and "S. Sebastian" insert "Puerto de la Luz."

Parcels for France, Corsica and Algeria.

Much trouble and unnecessary work is being occasioned by non-observance of the regulations in column 8 on pages 653, 667 and 673 of the current edition of the Post Office Guide, opposite the entries Algeria, Corsica and France respectively. In particular, the Customs Declarations for these countries frequently do not include the full name and address of the addressee and also indicate whether or not the contents of the parcels are being forwarded in connexion with supplies or works for the French Government.

The special attention of officers accepting parcels for posting should be drawn to this notice.

Reduction of Postage Rate to the Cameroons (British Sphere).

Letters addressed to places situated in that part of the Cameroons which is in British occupation are now accepted for transmission at the Imperial rate of 1d. per ounce.

Working copies of the April edition of the Post Office Guide should be amended as follows:—

- Page 604. Cameroons.—Col. 2.—Substitute for present entry:—
"1d. to places in British Sphere; for places in French Sphere, 2½d. first oz. and 1½d. each oz. after."

FOREIGN AND COLONIAL MONEY ORDER SERVICE.

Alterations in Rates of Conversion.

The rates shown below should be substituted for those shown in the special statement issued with the Post Office Circular of the 2nd of January, 1917:—

Country.	Rate for Orders payable abroad.	Rate for Orders payable in the United Kingdom.
Russia	20 roubles	27 francs 80 centimes.
Sweden and Finland	15 kronor 20 öre	
Tunis	

Parcels for British Prisoners of War in Switzerland—(continued).

payment of the ordinary postage and under the ordinary regulations governing the transmission of parcels to Switzerland, and for these parcels the senders must prepare Customs Declarations and Despatch Notes. As regards circulation see paragraph (5) below.

(4) The foregoing regulations do not affect the existing regulations under which parcels for prisoners of war, other than officers, must not contain food, clothing or any other article prohibited from despatch, and must be addressed to the care of the appropriate Association in this country.

(5) **Circulation.** Parcels for Prisoners of War in Switzerland on which the postage is prepaid, even if addressed c/o an Association in the United Kingdom, should circulate from the office of posting, like ordinary parcels for Switzerland, to the G.P.O. Parcel Office, London; those on which postage is not paid should circulate in accordance with the address. Any prepaid parcels which may reach an office for delivery to an Association in contravention of the foregoing instructions should not be delivered, but should be forwarded to the G.P.O. Parcel Office.

(6) Enquiries from members of the public should be answered in accordance with the information given above.

Duplicates of Documents sent by Post.

A notice in the terms shewn below is being sent to the London Press for publication in to-morrow's issues. Postmasters outside the London Area should send a copy to any local Chamber of Commerce or Newspaper likely to be interested. Counter Officers should note the announcement in case of enquiry by the public, but otherwise they are not concerned in the matter except to accept the prepaid registered letter addressed to the Superintendent in ordinary course. That letter is to be posted closed, and its treatment throughout will be precisely like that of any other registered letter until it reaches the Superintendent.

The notice is as follows:—

"As firms sending important documents in duplicate to places abroad find much difficulty in arranging so to post the duplicates that they shall not be conveyed on the same ship with the originals, the Postmaster General gives notice that on and after the 1st of June, 1917, he will be prepared to accept the duplicates at the same time as the originals and to retain the duplicates for despatch by a ship other than that conveying the originals, under the conditions described below. (For the present, the system will apply only to correspondence for Australia, Ceylon, Egypt, India, New Zealand, South Africa (British, including Bechuanaland, Basutoland, Rhodesia, and Swaziland), and for the following other places—Aden, Bismarck Archipelago, British Agencies in China, British East Africa, British New Guinea, British Somaliland, Hong Kong, Malay States, Marshall Islands, Mauritius, Norfolk Island, North Borneo, Sarawak, Seychelles, Sudan, Tonga, Zanzibar).

Any person desiring to take advantage of the arrangement must proceed as follows:—He must put the original and the duplicate into covers addressed in the ordinary way, and affix to each cover stamps sufficient for the postage and for the usual registration fee of 2d. (or the insurance fee if he desires to insure the letter). In addition he must mark the duplicate 'duplicate' and affix to it stamps to the value of 6d. as a special fee.

Both letters must then be put in an outer envelope addressed as follows:—

'Urgent—Duplicate Letters.
The Superintendent on Duty,
Registered Letter Section,
King Edward Building,
G.P.O., London, E.C. 1.'

Postage stamps sufficient for the inland postage and for the registration fee of 2d. must be put on this envelope, which must then be posted in the ordinary way as a registered letter at any Post Office. On receipt in the Registered Letter Section both the enclosed letters will be registered, and certificates of posting will be sent forthwith to the sender (who must give his full name and postal address for the purpose).

The original will then be despatched by the first available Mail by any route, the duplicate being retained by the Post Office for despatch by the next available Mail thereafter. Senders are recommended not to mark correspondence posted under this system for despatch by a particular route; but in the case of correspondence so marked the sender's wishes will be observed as far as possible where no inconvenience or delay would result.

Several sets of originals and duplicates may be sent to the Superintendent in a single cover."

Post Office Servants discharged from the Army or Navy—Special Leave.

In order to allow Post Office Servants discharged in future from the Army or Navy a clear week at home before resuming duty, wherever possible, special leave with pay will be granted on discharge subject to the following conditions:—

- (1) Time spent at home immediately prior to the date of discharge, together with any Leave due in respect of Post Office service rendered before enlistment or mobilisation, should count towards the week;
 - (2) Discharges must, as heretofore, be notified to Superior Officers as soon as possible;
 - (3) Leave will not be granted in cases where a man's services are urgently required;
 - (4) The concession will apply to all directly paid Officers, both full and part-time, provided that the latter are scheduled for an average of at least 18 hours' work weekly.
- Subject to these conditions, the special leave may be authorized without reference to Headquarters.

Postmen and the Harvest.

The arrangements for the release of Postmen for harvesting work which were notified in the Post Office Circulars of the 6th of July, 1915, and the 4th of July, 1916, will be in force again this year. Special leave may be allowed, wherever possible, to Postmen who desire to assist in the harvest, on the understanding that the Officers concerned, whilst continuing to receive their Post Office pay during the period of special leave, will be required to bear the cost of their substitution.

The Post Office Sanatorium Society.

Arrangements have been made for the half-yearly subscriptions due in July to be made by deduction on the 31st of July in respect of monthly salaries, and on the 27th or 28th of July, as the case may be, in respect of weekly wages.

The amounts collected should be shown in **red ink** on the Salary or Wages Sheets, and the total amount charged to Life Insurance should appear in the Summary, thus:—

Ordinary Life Insurance	£	:	:
Sanatorium Society	£	:	:
Total	£	:	:

Attention is drawn to the importance of filling in the Schedule attached to Form M. 127, and Postmasters are reminded that, when an Officer who is a subscriber to the funds of the Society is transferred, the fact should be notified at once to the Secretary of the Society (Mr. F. E. Durrant, 153, Barking Road, London, E. 16). The notification, which is intended to be quite independent of that contained in the Schedule attached to Form M. 127, should state the name and rank of the Officer concerned and the Offices from and to which he is being transferred.

Rules for Postmasters regarding Postal Drafts and Allowance Forms. Rules for Rural Postmen.

Correction Slips (No. 2) to the Rules for Postmasters regarding Postal Drafts and Allowance Forms, and (No. 15) to the Rules for Rural Postmen, are issued with this Circular. Copies of the books should be amended accordingly, the officers responsible making the necessary entries in and initialling the tables at the beginning of the books.

Sub-Offices—Change of Address.

The address of the undermentioned Sub-Office has been changed:—

FROM	TO	Character of Office.
Brightling, Heathfield Tower, Sussex, formerly Brightling, Sussex	Brightling, Robertsbridge, Sussex....	M.T.

The circulation should be in accordance with the new address.

The notice regarding Moycullen, Galway, and Oughterard, Galway, which appeared in the Post Office Circular of the 3rd instant is cancelled.

Treatment of Undelivered Book Packets found to contain National Health Insurance Books or Cards.

Where a Book Packet which cannot be delivered at the address shown on the cover is found to contain an Insurance Book or Card, no attempt should be made to deliver it at another address unless a removal is on record. Except when the packet bears a request for return to an Approved Society in the event of non-delivery, it should at once be forwarded to the National Health Insurance Commissioners for disposal.

It is of course desirable that any packet the appearance of which suggests that it may contain an Insurance Book or Card should not be treated as waste without examination.

Registered Letters addressed to the London Postal District and posted outside it on Saturdays in time for inclusion in the Night Mails.

In future registered letters (and postal packets other than parcels) addressed to London should not be held over at Provincial Offices on Saturday nights but should circulate in the same way as unregistered letters addressed to London—with the exception that Official Registered Letters should circulate as described in Rule No. 288 of the Rules for Head Post Offices, Part II.; and Express Registered letters should all circulate to London E.C.D.O.—see Rule 110 (a) of Express Delivery Rules.

In order to avoid confusion in regard to the preparation of Registered Letter bags at those Offices where registered letters have hitherto been withheld from the Saturday night mails to London, the general understanding should be that Registered Letter bags for London District Offices (including London E.C.) now made up for the **Sunday Night** despatches should be discontinued and replaced by corresponding bags prepared for the **Saturday Night** despatches. In any cases where this would not be warranted because of the small number of Registered Letters for the Saturday Night despatches the Postmaster should inform the London Offices concerned of the actual alterations that will be made.

Offices which have not hitherto withheld registered letters from Saturday Night Mails for London should make no alteration in their existing arrangements.

Obliteration of postage stamps affixed to Telephone Vouchers T. No. 36.

It has been brought to notice that stamps affixed to Form T. No. 36 are not always sufficiently cancelled. Particular care should be taken that all such stamps are effectively cancelled by a clear impression of the official date stamp.

Circuits of the Judges.

SUMMER ASSIZES.—COMMISSION DAYS.

SOUTH EASTERN CIRCUIT.—(Mr. Justice Darling, Mr. Justice Horridge). June 15, Hertford; June 19, Maidstone (Civil, June 22); June 27, Guildford (Civil, June 29); July 2, Lewes (Civil, July 5).
OXFORD AND MIDLAND CIRCUITS.—(Mr. Justice Bailhache). July 10, Birmingham.
MIDLAND CIRCUIT.—(Mr. Justice Lush, Mr. Justice Rowlatt). July 6, Warwick.
NORTH EASTERN CIRCUIT.—(Justice Lord Coleridge, Mr. Justice McCardie). June 25, Newcastle; July 2, Durham; July 9, York; July 16, Leeds.

Royal Aircraft Factory (Aldershot).

A temporary Branch Office has been opened at this Factory for the transaction of all kinds of postal business.

Telegraph business will not be transacted.

Compensation for Prolonged Wear of Postmen's Uniform.

In connexion with the non-supply of summer uniform this season and of overcoats last winter, the names of the Postmen to whom compensation will be due should be forwarded to the Controller, Post Office Stores Department, Studd Street Depot, N. 1, or Aldborough House Depot, Dublin, as the case may be, as soon as possible after the receipt of the claim forms. A Table of amounts is given below:—

	Compensation per Garment.	Total Compensation.
Postmen entitled to full uniform	Coat 5/-	15/-
	Vest 1/6	
	Trousers 3/6	
	Overcoat 5/-	
Postmen entitled to partial uniform	Coat 3/-	9/-
	Trousers 2/-	
	Overcoat 4/-	

The following instructions should be observed in the preparation of the forms:—

1. Temporary Postmen are not entitled to compensation and should not be included.
2. Postmen whose normal duty is less than 5 hours a day who are temporarily working 5 hours or more a day will receive compensation for partial uniform (9/-), and similarly Postmen whose normal duty is less than 3 hours a day who are temporarily working 3 hours or more a day will receive no compensation.

3. The claims of Postmen transferred from one Head Office area to another should be made from the Office to which the men are last attached.

4. As regards compensation for the prolonged wear of summer uniform, any time spent with the Colours during this summer (up to the date of the preparation of the claim) or that of 1916 should be deducted. Similarly in regard to the overcoat, time spent with the Colours during the last three winters should be excluded.

5. Postmen who have enlisted, or have retired from the service, or have been transferred to a class not entitled to uniform, or have been transferred to another uniform-wearing class and have received the uniform proper to the new class between the 1st of October, 1916, and the 30th of April, 1917, in the case of the overcoat, and since the 1st of May, 1917, in the case of the summer uniform, should receive proportionate compensation calculated on the period spent on the old class in relation to the full winter or summer period, as the case may be—i.e., 7 months for the overcoat, and 5 months for the summer uniform.

6. The totals of each sheet should be carried forward to a grand total.

After the lists have been returned certified, Postmasters should pay and claim the authorized amount in the Revenue and Voted Service Account under a manuscript entry on page 1 as follows:—

"G2.A. Allowances in lieu of uniform clothing."

Sub-Office—Change of Address.

The address of the undermentioned Office has been changed:—

FROM	TO	Character of Office.
Coolkenno, Co. Wicklow.....	Coolkenno, Tullow, Co. Carlow.....	M.

The circulation should be as for Tullow by all Mails in future.

Sub-Office—Change of Control.

Ower Sub-Office, Galway, has been transferred from the control of the Postmaster of Tuam to that of the Postmaster of Galway.

There will be no change in the postal address or in circulation.

Coolmoney Camp, Co. Wicklow.

A temporary Post Office has been opened at this Camp. The hours of attendance are:—Week-days 7.15 a.m. to 8.15 a.m., 11 a.m. to 3 p.m. and 4 p.m. to 6.30 p.m.; Sundays 7.15 a.m. to 8.15 a.m. and 5.15 p.m. to 6.15 p.m. Telegraph business will be conducted by the Military Authorities and the transmitting Office will be Curragh Camp. Letters should circulate by the English Night Mail to Ireland (Irish Day Mail) as for G. S. & W. Down Day T.P.O., except on Saturday night, when letters should circulate as for Athy. By English Day Mail (Irish Night Mail) the circulation will be as for Athy. Parcels should circulate by all despatches as for Athy.

Correspondence for Leitrim Camp, which is adjacent to Coolmoney, should circulate as for Coolmoney Camp S.O.

FOREIGN AND COLONIAL MAILS.

Mail Service to India and the East.

After this week the Mail Service to India and the East will be fortnightly instead of weekly, that is to say no mail for India will be despatched next week and in alternate weeks thereafter. Mails will continue to arrive at weekly intervals for some time. There will also be some alterations in the despatch of mails to Australia.

The following alterations in connexion therewith should be made in working copies of the Post Office

- Guide:—
Page 596.
- Abyssinia.** } Col. 3 and 4. Viâ France. For "Weekly" substitute "Fortnightly."
 - Aden.** } Delete "By sea direct. Weekly."
 - " 598. **Australia.** Col. 3 and 4. Delete the first three entries, leaving three entries beginning "By sea direct." Delete the asterisks before "viâ San Francisco" and "viâ Vancouver."
 - " 608. **Ceylon.** Col. 3 and 4. Entries should read "viâ France and P. & O. Line. Fortnightly. *By French Packet. Fortnightly."
 - " 610. **Cook Islands.** Col. 3 and 4. Delete the entry "P. & O. and Orient Lines. About three times a month." Col. 4. Against "By sea direct" substitute "Irregular" for "About three times a month."
 - " 610. **Cyprus.** Col. 3 and 4. Entries should read "viâ France. At least fortnightly." Delete "By sea direct. Weekly."
 - " 612. **Dutch East Indies.** Col. 3 and 4. Delete "By British Packet viâ Colombo. Fortnightly."
 - " 614. **Egypt.** Col. 3 and 4. Viâ France and P. & O. Substitute "Fortnightly" for "Weekly." Delete "By sea direct. Weekly."
 - " 614. **Fiji Islands.** Col. 3 and 4. For the second and third entries substitute (Col. 2) "By sea direct," (Col. 3) "Irregular."
 - " 620. **Hong Kong.** Col. 3 and 4. Viâ France and P. & O. Line. For "Weekly" substitute "Fortnightly." Delete "By sea direct (P. & O. Line). Weekly."
 - " 622. **India (British).** Col. 3 and 4. Viâ France. For "Weekly" substitute "Fortnightly." Delete "By sea direct. Weekly."
 - " 626. **Malta.** Col. 3 and 4. P. & O. Line. For "Weekly" substitute "Fortnightly."
 - " 630. **New Caledonia.** Col. 3. Delete "P. & O. or Orient Line."
 - " 632. **New Zealand.** Col. 3 and 4. Delete the first three entries. Delete the asterisk before the first remaining entry "By sea direct."
 - " 632. **North Borneo.**
 - " 636. **Philippine Islands.** } Col. 3 and 4. Viâ France and P. & O. Line. For "Weekly" substitute "Fortnightly." Delete "By sea direct. Weekly."
 - " 642. **Sarawak.**
 - " 644. **Straits Settlements.**
 - " 642. **Siam.** Col. 4. For "Weekly" substitute "Fortnightly."
 - " 646. **Tonga.** Col. 3 and 4. For present entries substitute "Same as Australia."
 - " 652. **Aden.** Col. 3. For "Weekly" substitute "Fortnightly."
 - " 654. **Australia.** Col. 2 and 3. Delete the first entry. Substitute therefor "By sea direct." "Irregular."
 - " 656. **Bismarck Archipelago.** Col. 2. Delete "P. & O. and Orient Lines from the Thames" from the entry. Col. 3. For "Weekly" substitute "Irregular."
 - " 658. **British East Africa and Uganda.** } Col. 3. For "Weekly" substitute "Fortnightly."
 - British Somaliland.**
 - " 660. **Brunei.** Col. 2 and 3. For "P. & O. Line direct (1 month to Singapore) Fortnightly" substitute "As opportunity offers," "Irregular." Delete the second entry.
 - " 660. **Ceylon.** Col. 2. After "P. & O. Line" delete "direct."
 - " 662. **China.** (A) Chinese Post Offices, (B) British Agencies.—Col. 2. Delete the heading "Suez Route" in each case. For the entry "P. & O. Line direct, &c.," substitute (Col. 2) "As opportunity offers," (Col. 3) "Irregular." Delete the remaining entry.
 - " 666. **Cyprus.** Col. 3. For "Weekly" substitute "Fortnightly."
 - " 668. **Dutch East Indies.** Col. 2. Delete "P. & O. Line from the Thames to Singapore and thence," also "(5 weeks)." Col. 3. For "Fortnightly" substitute "Irregular." Delete the remaining entry.
 - " 668. **Egypt.** Col. 2. For "P. & O. Line direct (13 days to Port Said)" substitute "By sea direct." Col. 3. For "Weekly" substitute "At least fortnightly."
 - " 674. **Gibraltar.** Col. 3. For "Weekly" substitute "Fortnightly."
 - " 674. **Gilbert and Ellice Islands.** Col. 2. For "P. & O. and Orient Lines from the Thames" substitute "By sea." Col. 3. For "Weekly" substitute "Irregular."

Surplus Plain Mailbags.

Surplus plain mailbags in good condition should not be sent to the Stores Department with mailbags in need of repair, but should be returned to the Controller, London Postal Service, Inland Section. This instruction does not apply to the plain bags supplied specially for the Christmas pressure.

Waste Paper.

Sub-Postmasters should examine their Books and Forms, as required by Rule 97 in the Book of Instructions for Sub-Postmasters, and should return to their Head Postmaster for disposal as waste paper the Books and Forms for the year 1914 mentioned below:—

Post Office Circulars.

Books of Receipts for Instruments left to be stamped.

Account Books.

Counterfoils of Returned Letter Claim Forms.

Date Stamp Impression Books.

Registered Letter Receipts and Counterfoils.

Counterfoils of Certificates of Posting Foreign and Colonial Parcels.

Parcel Post Bills, Lists, and other Parcel Post Forms.

Money Order Requisitions (3d and 3f).

Attendance Books for the year 1913 should be similarly dealt with.

The articles should be securely tied together and labelled "Waste Paper from.....Office."

Cycle Parts.

Requisitions for accessory parts of Hubs and Brakes, e.g. spindles, cones, cups, levers, brake shoes and blocks, should state against the description of the part the name of the maker of the Hub or Brake in use on the cycle. The cycle manufacturer's name should also be shewn, as heretofore, in the space provided on the requisition.

FOREIGN AND COLONIAL MAILS.

Mails to Iceland.

Mails containing letters, &c., for Iceland (except Akureyri) which reached Edinburgh between 7 a.m. on the 15th of June and 7 p.m. on the 3rd of July, letters, &c. for Akureyri which reached Edinburgh between 9 a.m. on the 19th of June and 7 a.m. on the 3rd of July, and parcels for Iceland which reached Edinburgh between 7 a.m. on the 15th of June and 7 p.m. on the 3rd of July, have been lost at sea through enemy action.

Registration or insurance with the Post Office does not cover losses due to acts of war; and no claims arising out of the loss of these Mails can accordingly be entertained.

Enquiries which cannot be answered with the information given should be referred to the Office of Exchange through which the correspondence would have been circulated.

Goods prohibited from Exportation under Order in Council.

Much unnecessary work is being caused at the G.P.O. Parcel Depôt by the failure at many Post Offices to affix to parcels posted under the authority of a Privy Council licence the special red adhesive label printed with the following text:—"Parcel Post. Parcel containing prohibited or restricted goods posted under Privy Council licence."

It is very necessary that each parcel posted under the authority of Privy Council licences should have one of these labels affixed before it leaves the Office of posting; and Postmasters should take steps to ensure that the matter is not overlooked at Offices under their control. Full instructions on the subject were issued in the Post Office Circulars of the 12th and the 19th of June.

If any Office is without an adequate supply of labels for the parcels covered by duplicate licences on hand, an application for the number of labels required should be made to the Secretary, Foreign and Colonial Branch, G.P.O.

Duty on Samples of Tobacco imported by Post.

With reference to the notice on this subject which appeared in the Post Office Circular of the 22nd of May last, the Board of Customs and Excise now announce that the Customs duty to be collected from the addressees on the delivery of type samples of unmanufactured tobacco not exceeding 6 oz. in gross weight is reduced from 2s. 3d. to 2s.

The necessary amendments should be made at page 60 of working copies of the Post Office Guide, page 5 of the July Supplement to the Guide, and in Rule 219 (a) in the Book of Rules for Head Postmasters (Part II.).

12 JUNE, 1917.

239

Parcel Post.—London Forward Sorting.

In future parcels for Boreham Wood, Herts., when circulated to London should be enclosed in the bags for the G.P.O., King's Cross Division, instead of in those for the G.P.O., Euston Division, and parcels for

Axminster,
Beer, Devon,
Colyford, Devon,
Colyton, Devon,
Honiton
and
Seaton, Devon,

should be enclosed in the bags for the Paddington Parcel Office instead of in those for the South Eastern Parcel Office, Waterloo Division.

Richmond Park Camp.

The Military Camp at Richmond Park (near Roehampton Gate) is in the delivery of Putney, London, S.W. 15. Postal packets addressed to "Richmond Park Camp" should therefore circulate as for Putney, S.W. 15—not for Richmond, Surrey.

LICENCES.

Surrender of Motor Car, Motor Cycle or Hackney Motor Car Licence for the current year.

TO ALL MONEY ORDER OFFICES IN ENGLAND, WALES AND IRELAND.

The holder of a Motor Car, Motor Cycle or Hackney Motor Car licence for the current year who wishes to surrender the licence can do so by handing the licence in at a Money Order Office, or sending it to the General Post Office, London or Dublin, **before the 1st July next**. If sent to the General Post Office, London or Dublin, the cover should be marked "Licence Refund."

When the licence is surrendered at a Money Order Office it should be examined to ascertain (1) that it was issued in the year 1917, and (2) that it bears a note of the letter and number of the Car or Cycle to which it relates; if these particulars are omitted the Licensee should be asked to furnish them.

The surrendered licence should be date-stamped as evidence of the date of surrender and a receipt showing the value, serial number and date of issue should be given in exchange for the licence if desired, but no money is to be repaid by the Postmaster. If the licence is included with other licences on a schedule, the schedule must be surrendered and particulars of the amount to be repaid must be given by the Licensee on the back of the schedule; e.g. "£5 5s.—to be repaid under Finance Act, 1917, in respect of one £4 4s.—and one £6 6s.—Motor Car licence; the letters and numbers of the relative cars are " (Signed) "....."

The schedule after amendment will be returned to the Licensee when repayment is made.

The draft in repayment of the half licence duty will be forwarded from London or Dublin to the address given on the licence unless written instructions to the contrary accompany the licence when surrendered.

Postmasters and Sub-Postmasters are requested to note carefully that their duty in this matter is limited as shown above to the acceptance of the licence from the holder and its transmission to the G.P.O., London or Dublin, as the case may be. The repayments both in respect of the ordinary and scheduled licences will be made in England and Wales by the Comptroller and Accountant General, and in Ireland by the Accountant, G.P.O., Dublin.

The surrender of the licence need not be reported by the Postmaster to the Local Licensing Authorities—this will be done at headquarters (London or Dublin).

Licences accepted in accordance with the foregoing instructions must be securely fastened together day by day with a date-stamped facing slip headed "Motor licence refund" giving particulars of the serial numbers and values of the motor licences surrendered. The facing slip should be prepared in duplicate and one copy should be retained.

Except where Sub-Postmasters furnish a weekly cash account the licences should be forwarded to the Metropolitan office of account on the **day of acceptance** in the brown paper account envelope. Where weekly cash accounts are furnished the licences must be forwarded under cover marked "Motor licence refund" on the day of acceptance to the Comptroller and Accountant General, or the Accountant, Dublin, as the case may be.

Expeditionary Forces—Letters, packets and parcels for Labour Units.

All letters and packets proper to the Army Letter Office No. 1 addressed to Labour Companies, Labour Battalions, Labour Group Headquarters, Provisional and Area Employment Companies or to any other Labour Unit, should be made up where warranted in "Labour Corps" bundles or bags. The ordinary A.L.O. 1 circulation should be followed.

Parcels should, similarly, be made up in bags labelled "Labour Corps," and addressed either to the appropriate concentration centre, or to the Army Parcel Office, Regent's Park, N.W. 1., as the case may be.

The selection is not required in the case of correspondence proper to the Army Letter Office No. 2 or the Dominions Army Letter Office.

Duplicates of Documents sent by Post—Circulation of Packets Addressed to London.

With reference to the notice in the Circular of the 12th of June, page 241, it should be noted that packets bearing the address:—

Urgent.....Duplicate Letters.

The Superintendent on Duty,
Registered Letter Section,
King Edward Building,
General Post Office,
E.C. 1.,

should be circulated in the bag for the Foreign Section if one is made up, but they should not be withheld from an E.C. bag if a bag for the Foreign Section is not made up at the same time as the E.C. bag.

Letter rate of postage to the British Post Office Agencies in China.

The back cover of the July supplement to the Post Office Guide is incorrect as regards the rate of postage to China. Working copies and stock in hand for sale should be corrected by the deletion of "China and" before "Morocco" in the section headed "Foreign and Colonial Letters."

Loss of Parcel Mails for the Salonika Force, Egyptian Expeditionary Force, Mesopotamian Expeditionary Force, East African Expeditionary Force, Gibraltar Malta, Egypt, Aden, East Africa, India, Ceylon, &c.

Particulars are given below of Parcel Mails which have recently been lost at sea through enemy action:—

(1) MILITARY MAILS.

Destination	Dates between which the parcels reached the Army Parcel Office, London, for despatch
Salonika Force	2 p.m. 29th June and 2 p.m. 4th July.
Egyptian Expeditionary Force	2 p.m. 3rd July and 2 p.m. 8th July.
Mesopotamian Expeditionary Force	2 p.m. 3rd July and 2 p.m. 16th July.
East African Expeditionary Force, Indian Base, Port Said.....	2 p.m. 3rd July and 2 p.m. 17th July.

Duplicates of Documents sent by Post.

Under the above heading the Circular of the 29th of May, 1917, announced the institution of a system, confined to letters for certain Colonies, whereby the Post Office would retain a duplicate for despatch by a ship other than that conveying the original. On and after the 14th instant the system will apply to letters for any country abroad, and a notice in the terms shewn below will be published in the Press to-morrow.

Counter Officers should note the announcement in case of enquiry by the public, but otherwise they are not concerned in the matter except to accept the prepaid registered letter addressed to the Superintendent (at Liverpool or London as the case may be) in ordinary course. That letter is to be posted closed, and its treatment throughout will be precisely like that of any other registered letter until it reaches the Superintendent.

The notice for the Press is as follows:—

LETTERS SENT IN DUPLICATE OR TRIPLICATE TO PLACES ABROAD.

The Postmaster General gives notice that on and after the 14th instant the Post Office will accept at the same time the original and the duplicate of a letter for any country abroad, and will retain the duplicate for conveyance by a ship other than that conveying the original, under the conditions stated below.

A sender who wishes to use the system must proceed as follows:—

He must put the original and the duplicate into covers addressed in the ordinary way, and affix to each stamp sufficient for the postage and for the usual registration fee of 2d. In addition he must mark the duplicate "duplicate" and affix to it stamps to the value of 6d. as a special fee.

Both letters must then be put in an outer envelope bearing one of the two following addresses as the case may be:—

(a) If the letters are for any country in America, for Liberia, or for any British Colony on the West Coast of Africa:—

Urgent.....Duplicate Letters.

The Superintendent on Duty,
Sorting Office,
Post Office,
Liverpool.

(b) If the letters are for any other country:—

Urgent.....Duplicate Letters.

The Superintendent on Duty,
Registered Letter Section,
King Edward Building,
General Post Office,
London, E.C. 1.

Postage stamps sufficient for the inland postage and for the registration fee of 2d. must be put on this envelope, which must then be posted in the ordinary way as a registered letter at any Post Office.

On receipt by the Superintendent both the enclosed letters will be registered, and certificates of posting will be sent forthwith to the sender (who should enclose for the purpose an envelope bearing his full name and postal address).

The original will then be despatched by the first available Mail by any route, the duplicate being retained by the Post Office for despatch by the next available Mail thereafter. Senders are recommended not to mark correspondence posted under this system for despatch by a particular route; but in the case of correspondence so marked the sender's wishes will be observed as far as possible where no inconvenience or delay would result.

Several sets of originals and duplicates may be sent to the Superintendent in a single cover.

The arrangement is not confined to actual duplicates; for instance, letters containing a first and second of exchange, or the two halves of a banknote, may be sent under the system. One of the two letters must be marked "duplicate," and must bear the special fee of sixpence.

The system may be used for letters sent in triplicate; in that case one of the three must be marked "duplicate" and one "triplicate," and both the duplicate and the triplicate must bear a special fee of sixpence. Letters addressed to places against which a limit of insured value is entered in col. 6 of the Table of Rates on pages 596 to 651 of the Post Office Guide will, if duly prepared and stamped, be sent forward insured subject to the limitations shown in column 9 of the Table.

Foreign Letter, &c., Postage.—Form Postmasters No. 114.

A List of Amendments to form Postmasters No. 114 is being distributed to Head and Branch Offices. It should be kept with Form Postmasters No. 114; and the amendments as well as the Form should be consulted in dealing with applications concerning the postage rates, or respecting surcharges on postal packets received from abroad. If additional copies of the List of Amendments are needed, requisition should be made in the usual way on Form Postmasters No. 1056.

Rules for Head Post Offices (Part I.). Rules for Head Post Offices (Part III.).

Correction Slips (No. 37) to the Rules for Head Post Offices (Part I.), and (No. 10) to the Rules for Head Post Offices (Part III.), are issued with this Circular. Copies of the books should be amended accordingly, the officers responsible making the necessary entries in and initialling the tables at the beginning of the books.

Newspapers, Clubs, &c.

The following alterations should be made in the List:—

Enter New Europe (Constable & Co., Ltd., 10, Orange Street, Leicester Square, W.C. 2).
Alter address of Shoe and Leather Record to Avenue Press, 55 & 57, Drury Lane, W.C. 2.

Freight Charges on Railways under Government Control.

INSTRUCTION TO HEADS OF DEPARTMENTS, SURVEYORS, SUPERINTENDING ENGINEERS, POSTMASTERS
AND DISTRICT MANAGERS.

On and from the 1st proximo, no direct payments will be made in respect of carriage charges on Post Office stores handed to "Guaranteed" Railway Companies for conveyance by rail. (A list of the Railways outside the scope of the Guarantee is appended.)

Until further instructed the present forms of consignment vouchers should continue to be used and circulated as heretofore. The only alteration needed is the deletion of the reference to debiting the carriage to the monthly account of the Postmaster General at the head of the "B" copy handed to the Railway Company. Any carriage accounts unpaid on the 1st August will be treated as settled and the relative accounts should be returned to the Railway Company concerned with a certificate, signed by a competent officer, that the carriage in question is a Government liability.

Officers to whom books of Departmental Consignment Vouchers are entrusted will be held personally liable for every Voucher used. The forms in each book should continue to be numbered serially before the book is brought into use. In future reprints of the forms will be amended to provide for the new arrangement.

A record should be kept by Heads of Departments, Surveyors, Superintending Engineers and Postmasters of the persons under their control to whom books of consignment vouchers are entrusted.

The consigning officer will be held responsible that goods are in every case bulked wherever possible and that no traffic is sent by passenger train when reasonable foresight would have permitted its transit by goods train.

The Railway Companies will forward the used vouchers to the Stores Department weekly.

Those relating to Engineering Districts will be distributed to the Superintending Engineers who will compare them with the relative counterfoils (A2) and file the two forms together. Any discrepancy, loss, delay or damage will be investigated and, if necessary, notified to the Railway Company as at present. The Company will investigate the complaint with a view to remedying any defect of the system; but although the Company may admit liability it will not be required to make any cash payment, whatever the amount.

Before forwarding the A2 counterfoils to the Stores Department, Heads of Departments, Surveyors and Postmasters should see that they are certified by a competent officer to the effect that the cost of all the services rendered under the authority of the Vouchers is proper to be borne by the Exchequer. While the present print is in use the certificate at the foot of the form will be accepted. The A2 counterfoils should be forwarded promptly to the Controller, London or Dublin, as the case may be, in weekly instead of monthly batches.

The existing arrangements with regard to payment for Post Office Mail or Parcel Post traffic are not affected by the alterations notified above.

Return to or entry into Post Office Service of Soldiers discharged from the Army on Medical grounds.

With reference to the notices in the Post Office Circular of the 29th February, 1916, 1st August, 1916 and 22nd ultimo, Postmasters, &c., are informed that the War Office no longer require reports on form Postmasters No. 517 to be furnished in the case of soldiers entering or returning to Post Office employment after discharge from the Army on medical grounds. Any copies of the form still on hand may be treated as waste.

Rules for Rural Postmen.

A Correction Slip (No. 14) to the Rules for Rural Postmen is issued with this Circular. Copies of the book should be amended accordingly, the officer responsible making the necessary entries in and initialling the table at the beginning of the book.

Applications for Stamps and Licences.

TO POSTMASTERS IN SCOTLAND.

Stamps and Licences will not be issued from the Inland Revenue Office, Edinburgh, on Monday the 2nd of July. Requisitions should be regulated accordingly.

Sub-Offices—Change of Address.

The address of the undermentioned Sub-Offices has been changed:—

FROM	TO	Character of Office.
Drumnadrochit, Inverness-shire.....	Drumnadrochit, Inverness	M.T. nS.
Balnain, Drumnadrochit, Inverness-shire	Balnain, „	nS.
Glen Urquhart, „ „	Glen Urquhart, „	M.T. nS.
Killearnan, Ross-shire.....	Killearnan, „	T. nS.
Tore, „	Tore, „	nS.

The circulation should be as for Inverness by all Mails.

The address of the undermentioned Sub-Offices will be changed on the 1st of July, 1917:—

FROM	TO	Character of Office.
Borrisoleigh, Templemore, Co. Tipperary....	Borrisoleigh, Thurles	M.T.
Drom, „ „	Drom, „	nS.
Latteragh, „ „	Latteragh, „	—
Templederry, „ „	Templederry, „	T.

The circulation should be as for Thurles by all Mails commencing with the Night Mail despatch of the 30th of June.

The address of the undermentioned Sub-Office has been changed:—

FROM	TO	Character of Office.
Cunningburn, Co. Down.....	Cunningburn, Belfast	—

The circulation should be as for Belfast by all Mails.

Purfleet Camp B.O., Purfleet, Essex.

The hours of Postal and Telegraph business are now:—Week-days 9.0 a.m. to 7.0 p.m., Sundays 8.30 a.m. to 10.0 a.m. (telegraph business) and 6.0 p.m. to 7.0 p.m. (postal business).

Johnstone—Alteration in Status.

On the 1st of August, 1917, the Johnstone Head Office will be converted into a Salaried Sub-Office and transferred with its Sub-Offices to the control of the Postmaster of Paisley.

The postal addresses will be changed as follows:—

Johnstone, Renfrewshire.

Elderslie T.S.O., Johnstone, Renfrewshire.

Graham Street T.S.O., Johnstone, Renfrewshire.

The Cross T.S.O., Johnstone, Renfrewshire.

Thorn T.S.O., Johnstone, Renfrewshire.

Brookfield, Johnstone, Renfrewshire.

Houston, Johnstone, Renfrewshire.

Kilbarchan, Johnstone, Renfrewshire.

Milliken Park, Johnstone, Renfrewshire.

The circulation will not be affected and the postal addresses of Dalry and Howwood will remain unchanged.

FOREIGN AND COLONIAL MAILS.

Parcels for Prisoners of War in Turkey.

According to information furnished by the Swiss Post Office the transmission abroad of parcels addressed to Prisoners of War in Turkey has been resumed. The notice on this subject in the Post Office Circular of the 12th of June last is accordingly cancelled and Counter Clerks should in future accept parcels for Prisoners of War in Turkey, whether officers, non-commissioned officers, or men, under the ordinary regulations.

MAILS LOST AT SEA.

Salonika Force.

Letters, newspapers, &c., but not parcels, for the Salonika Force, which reached the Army Letter Office, London, for despatch between 2.30 a.m. on the 3rd of July and 2.30 a.m. on the 5th instant, have been lost at sea through enemy action; also letters, newspapers, &c., for the civilian population of Salonika and district and many of the Greek islands which reached the General Post Office, London, for despatch from the 1st to the 3rd of July inclusive.

Enquiries should be dealt with as directed in the notices in the Post Office Circular of the 3rd instant.

Mails from Iceland.

A mail containing correspondence (except parcels) for the United Kingdom posted in Iceland between the 29th of June and the 4th of July has been lost at sea through enemy action.

Mails from West Africa.

Letter and Parcel Mails from Nigeria, Gold Coast Colony and Gambia, containing correspondence and parcels posted during the second and third weeks of June approximately, and probably Letter Mails from other places on the West Coast of Africa, have been lost at sea through enemy action.

No compensation is payable in such cases; and application in respect of any particular packet likely to have been included in the lost Mails from Iceland or West Africa should be made to the Office of origin. Duplicates of any Money Orders or Postal Orders concerned will be issued by the Money Order Department on application by the payees.

Mail Service to Nigeria.

The insurance system for Parcels and Letters has been extended to the undermentioned places in the Northern Provinces of Nigeria, viz., Ilorin, Kano, Kaduna, Lokoja, Minna, Naraguta and Zaria. Working copies of the Post Office Guide should be suitably amended at pages 633 and 691.

REPLY COUPONS.

The Serbian Post Office now participates in the Reply Coupon System. The sign "†" should accordingly be inserted against the entry "Serbia" in Col. 1 at page 642 of working copies of the Post Office Guide.

FOREIGN AND COLONIAL MONEY ORDER SERVICE.

Alterations in Rates of Conversion.

The rates shown below should be substituted for those shown in the special statement issued with the Post Office Circular of the 2nd of January:—

Country.	Rate for Orders payable abroad.	Rate for Orders payable in the United Kingdom.
Denmark, Farøe Islands and Iceland ...	16 kroner 30 öre. ...	27 francs 50 centimes.
France and Algeria, French Colonies ...	27 francs 10 centimes ...	
Russia ...	19 roubles ...	
Switzerland ...	23 francs 30 centimes ...	
Tunis ...	27 francs 10 centimes ...	

Loss of Pass Card.

The Pass Card, particulars of which follow, is missing. Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting this card or using it as a credential.

NAME.	NUMBER.
G. Pagan	E. 5787.

Temporary Indoor Officers.

Temporary Male and Female Indoor Officers are required in the South Western District for Postal and Telegraph work. Candidates must be capable of taking full charge of a Counter duty, or a busy Sounder Circuit.

Males eligible for military service will not be accepted.

Experienced Female Temporary Telegraphists are required in the Central Telegraph Office.

Third class personal locomotion expenses are allowed.

Full particulars can be obtained from the Surveyor, Portsmouth, or the Controller, Central Telegraph Office, London, E.C. 1, as the case may be.

Candidates should apply through the usual official channels.

Sub-Offices—Change of Address.

The address of the undermentioned Sub-Offices has been changed:—

FROM	TO	Character of Office.
Cobbinshaw, Midlothian	Cobbinshaw, Edinburgh	M. nS.
Tarbrax, "	Tarbrax, "	M.T. nS.

The circulation should be to Edinburgh by all Mails.

The address of the undermentioned Office has been changed:—

FROM	TO	Character of Office.
Longmorn, Morayshire	Longmorn, Elgin	nS.

The circulation should be as for Elgin by all Mails.

Hawkhurst—Alteration in Status.

On and from the 19th of August, 1917, the Hawkhurst Head Office will be converted into a Salaried Sub-Office and transferred with its Sub-Offices to the control of the Postmaster of Cranbrook, except in the case of Hurst Green which will be transferred to the control of the Postmaster of Hastings.

There will be no change in the circulation but the official addresses will be as follows:—

Hawkhurst, Kent.	Gills Green, Hawkhurst, Kent.
Bodiam, Hawkhurst, Kent.	Hurst Green, Etchingham, Sussex (no alteration).
Ewhurst, " "	Sandhurst, Hawkhurst, Kent.
Flimwell, " "	Staplecross, " "
Four Throws, " "	The Moor, " "

Post Office Guide.—Alterations and Additions.

- Page 154.—Allbrook, Eastleigh, Hants. *Delete M.*
 " 180.—*Re-insert* Birchgrove, Llansamlet, Glam. | M. | .
 " 181.—Birkenhead—Poulton Road, Seacombe. *Insert M.*
 " 181.—*Under* Birkenhead. *Delete* Poulton.
 " 191.—*Under* Bradford. *Insert* Bolton Road | M. | .
 " 207.—*Under* Cambridge. *Delete* Newnham.
 " 221.—Church Lawford, Rugby. *Delete entry.*
 " 233.—*Under* Coventry. *Insert* Holbrook Lane | M. | .
 " 239.—*Under* Croydon. *Re-insert* Howbery Road, Thornton Heath | M. | .
 " 248.—Dolgarrog, Talycafn, Denbighshire. *Insert* | M. | .
 " 296.—Hardington-Mandeville, Yeovil. *Delete M. Insert SB.*
 " 311.—*Under* Hornsea, Hull. *Insert* Cliff Road | M. | .
 " 321.—Keyingham, Hull, *re-insert M.*
 " 336.—*Under* Leamington Spa. *Delete* Regent Street West.
 " 338.—*Under* Leeds, *re-insert* Woodhouse | M. | .
 " 338.—*Under* Leicester, *delete* Hartington Road.
 " 350.—Llanishen, Chepstow. *Delete M. Insert SB.*
 " 403.—Pentwynmawr, Newport, Mon. *Delete entry.*
 " 412.—*Under* Preston. *Delete* The Docks, B.O.
 " 415.—Railway Terrace, Darite, Liskeard. *Delete entry.*
 " 417.—*Under* Rawmarsh, Rotherham, *delete* Sandhill.
 " 424.—*Insert* Rosyth, Dunfermline | M. | Rosyth Dockyard, T.
 " 424.—*Rosyth, B.O., Dunfermline, amend to read, Rosyth Dockyard, B.O., Dunfermline.*
 " 427.—St. Andrews—Ellice Place, *amend to read, St. Andrews—Golf Place.*

STAMPED POSTAL STATIONERY—(continued).

The charges for registered letter envelopes will be as follows:—

- F. 3½d. each, 10d. for 3, 3s. 4d. per packet of 12.
 G. 3½d. each, or 3s. 6d. per packet of 12.
 H. } 4d. each, or 4s. per packet of 12.
 H². }
 K. 4½d. each, 1s. 1d. for 3, or 2s. 2d. for packet of 6.

Postmasters should bear these alterations in mind when sending forward requisitions on the 29th and 30th June.

The stock of packets of the old size remaining on hand on the opening of business on the 2nd of July should be dealt with as follows:—

(1) Postcards, Wrappers and Letter Cards.

One postcard or wrapper and two letter cards should be withdrawn from each packet, and the number printed on the banding should be altered accordingly. The number of cards or wrappers withdrawn, calculated at the new prices shown above, will give the increase in the value of the stock of these items.

(2) Registered Letter Envelopes.

The value shown on the band of each packet should be altered as follows, and the increase in the value of the stock calculated at the rates shown:—

F.	2s. 3d. instead of 2s. 2d.	Increase 1d. per packet.
G.	2s. 7½d. „ 2s. 6d.	„ 1½d. „
H. }	2s. 8d. „ 2s. 6d.	„ 2d. „
H². }		
K.	2s. 2d. „ 2s.	„ 2d. „

Postage stamps to the amount of the total increase in value under (1) and (2) above should then be withdrawn from stock and disposed of as follows:—

- (1) At Offices which render Cash Accounts the stamps should be affixed to the back of the next Cash Account rendered.
- (2) At Offices which do not render Cash Accounts the stamps should be forwarded to the Head Postmaster, who will then dispose of them as in (1) above.

No entry in the Cash Account will be necessary.

The stamps should in all cases be cancelled with the office date-stamp. Amounts of less than ½d. should be ignored.

Rules for Rural Postmen.—Amendment to Rule 51.

Correction Slip No. 14 to the Rules for Rural Postmen issued with the Post Office Circular of the 19th instant contains a direction to delete Rule 51 (d). In some copies of the slip the letter *d* appears as *a* in consequence of bad printing.

An amended slip will be issued shortly, and in the meantime Postmasters are requested to see that the instruction is properly understood.

FOREIGN AND COLONIAL MAILS.**Parcel Post from Sweden.**

A Mail containing parcels for the United Kingdom posted in Sweden between the beginning of February and the 14th of April has been lost at sea through enemy action. No Letter Mails were lost on the occasion in question.

Any enquiries for parcels which were probably included in the lost Mail should be answered by a statement that they were probably lost at sea through enemy action, and that no compensation is paid by the Post Office for such losses. If more definite information is required, the senders should apply to the office of posting.

Cash on Delivery Service to the Sudan.

In working copies of the Post Office Guide the list of offices in Sudan given in the footnote A at page 724 should be amended by the insertion of "Erkowit" after "Eliri."

Rules for Sub-Postmasters.

A Correction Slip (No. 37) to the Rules for Sub-Postmasters is issued with this Circular. Copies of the book should be amended accordingly, the officer responsible making the necessary entries in and initialling the table at the beginning of the book.

Temporary Branch Offices at Camps.

Kilbride Camp, Dublin. This office was closed on the 2nd instant.

FOREIGN AND COLONIAL MAILS.

MAILS LOST AT SEA.

Mails for the Salonika Force, &c.

Letters, newspapers, &c., but not parcels, for the Salonika Force, which reached the Army Post Office, London, for despatch between 2.30 a.m. on the 17th of July and 2.30 a.m. on the 21st have been lost at sea through enemy action; also letters, newspapers, &c., for the civilian population of Salonika and district and many of the Greek islands which reached the General Post Office, London, for despatch from the 16th to the 19th of July inclusive.

Enquiries should be dealt with as directed in the notices in the Post Office Circular of the 3rd of July last.

Mails for the West Indies, &c.

Letter Mails for the British West Indies (except Jamaica), British, French and Dutch Guiana, the Dutch West Indies, the Virgin Islands of the United States (with specially addressed correspondence for Venezuela, Colombia and Panama) and Parcel Mails for Barbados, St. Vincent, Trinidad, Venezuela, Colombia (Atlantic side) and the Dutch West Indies, containing correspondence and parcels posted between the 20th and 27th of July, have been lost as a result of enemy action.

Registration or insurance with the Post Office does not cover losses due to acts of war; and no claims arising out of the loss of these Mails can accordingly be entertained.

The payees of Money Orders can obtain duplicates by application to the Post Office of destination.

Duplicates of lost Postal Orders will be issued on their numbers being furnished; and the question of repaying the value of Bank of England or Currency Notes lost in registered letters will be considered provided that the numbers of the notes are known.

Enquiries regarding these, and, generally, any enquiries which cannot be answered with the information given should be referred to the Office of Exchange through which the correspondence would have been circulated.

FOREIGN AND COLONIAL MONEY ORDER SERVICE.

Alterations in Rates of Conversion.

The rates shown below should be substituted for those shown in the special statement issued with the Post Office Circular of the 31st of July:—

Country.	Rate for Orders payable abroad.	Rate for Orders payable in the United Kingdom.
Denmark, Farøe Islands and Iceland	15 kroner 70 öre	16 kroner 40 öre.
France and Algeria, French Colonies	27 francs 20 centimes.	
Netherlands and Dutch Colonies	11 florins 20 cents	11 florins 60 cents.
Norway	15 kroner 40 öre.	
Sweden and Finland	14 kronor	15 kronor 10 öre.
Switzerland	20 francs 60 centimes.	

LICENCES.

Surrender of Motor Car, Motor Cycle or Hackney Motor Car Licence for the current year.

TO ALL MONEY ORDER OFFICES IN ENGLAND, WALES AND IRELAND.

With reference to the notice on page 239 of the Post Office Circular of the 12th of June, such licences tendered by the public in connexion with the proposed repayment of half duty under the Finance Bill, 1917, **must not now be accepted**, the time limit having expired.

Postage Stamps imperfectly obliterated.

Many letters, parcels and other packets continue to pass through the post bearing postage stamps not obliterated at all or imperfectly obliterated.

It is the duty of **controlling officers in sorting offices** to see that all postage stamps are effectively defaced, and they should make a special examination from time to time to ensure that this important matter is not neglected.

Officers employed on stamping duties, whether with machine or hand stamps, must take care that the obliterating die is always sufficiently inked to make a complete and legible impression.

Anyone who observes a postage stamp on a postal packet not effectively obliterated should at once obliterate it or get it obliterated.

Detailed instructions on this matter were issued in the Post Office Circular of 14 November last.

Fastening of Letter bundles and Mail bags.

Attention is called to the importance of instructing Temporary Officers employed on letter despatching duties as to the proper method of securely tying bundles of letters. As a general rule letters should be tied in "single" bundles. When "double" bundles are made up they should be tied in two directions—one at right angles to the other.

It is important that Mail bags should be securely tied and properly sealed. The folds of the bag should be drawn together closely before the string is passed round. The seal-presses should be kept well oiled and should be used with sufficient force to leave a clear impression on the seal. Bags should be examined from time to time before despatch in order to check the method of tying and sealing.

Return of empty disinfectant receptacles.

The Office of Works is pressing for the return of empty drums or other receptacles in which Standard Disinfectant—Ialine—has been supplied. All such receptacles in hand in Great Britain should therefore be returned forthwith to the Controller, P.O. Stores Department, Studd Street Depôt (P), Islington, N.1, or Russell Road Depôt, Edinburgh, as the case may be. Similar receptacles in hand in Ireland should be returned to Aldborough House Depôt, Dublin.

POSTAL DRAFTS.

Omission of Issuing Office date-stamp.

Certain types of Postal Drafts contain a space for an impression of the date-stamp of the Issuing Office, and **payment should be refused in all cases where this stamp has been omitted**. In such cases the payees should be referred to the Issuing Authority.

Sub-Offices—Change of Address.

FROM	TO	Character of Office.
Balemartine, Oban	Balemartine, Scarinish, Argyllshire	M.T. nS.
Coll, Isle of, Oban	Coll, Isle of, " "	M.T. nS.
Cornaig, Oban	Cornaig, " "	M. nS.
Ruaig, Oban	Ruaig, " "	M.T. nS.
Scarinish, Oban	Scarinish, Argyllshire	M.T. nS.

The offices are served by Steamer from Oban on Monday and from Kyle on Thursday. The circulation should be as for Castlebay, Lochboisdale, &c., as shown in the Post Office Circular of 4th of May, 1915.

The address of the undermentioned Offices will be changed temporarily on the 5th of July:—

FROM	TO	Character of Office.
Moycullen, Galway	Moycullen, Co. Galway	M.T.
Oughterard "	Oughterard "	M.T.

On and after the evening of the 4th July the circulation should be to the Midland Great Western Down Day T.P.O. ex Dublin at 7.25 a.m. by despatches connecting with that T.P.O. and to Galway by all other despatches.

Lead Seals—Return of Empty Bags.

In view of the present difficulty of obtaining supplies of bags, and of their high cost, Postmasters should arrange for the prompt return of bags in which Seals are received. In ordinary circumstances the outer bags only are returnable, but, until further notice, the small bags also should be returned. As the latter can be enclosed in the former no special packing will be required.

Postmasters who receive their supplies of Seals from a Stores Depot should return the bags to the Depot from which the supplies are received, and those who receive their supplies direct from a contractor should return the bags direct to the contractor concerned.

The names and addresses of the contractors are as follows:—

Messrs. I. N. Lyons, Ltd., 51, St. Mary Axe, E.C. 3.
Messrs. Dunham White & Co., Ltd., West Ham Lane, Stratford, E. 15.
The Lead Seal Manufacturing Co., North George Street, Salford, Manchester.

Sub-Offices—Change of Address.

The address of the undermentioned Sub-Office has been changed:—

FROM	TO	Character of Office.
Turnberry, Ayr	Turnberry, Ayrshire	M.T. nS.

The address of the undermentioned Sub-Office has been changed:—

FROM	TO	Character of Office.
East Dean, Polegate, Sussex	East Dean, Eastbourne	T M.T.

The circulation should be in accordance with the new address.

The address of the undermentioned Sub-Office will be changed on the 27th instant:—

FROM	TO	Character of Office.
Horsmonden, Tonbridge	Horsmonden, Paddock Wood, Kent	M.T. T Ex.

The circulation should be in accordance with the new address by all mails commencing with the Night Mail of the 26th instant.

The address of the undermentioned Sub-Offices will be changed on the 27th instant:—

FROM	TO	Character of Office.
Croom, Co. Limerick	Croom, Limerick	T Ex. M.T.
Banogue, Croom, Co. Limerick	Banogue, "	nS.
Manister, Croom, "	Manister, "	—
Kilfinny, "	Kilfinny, "	—
Kilmeedy, "	Kilmeedy, "	M.T.

The circulation should be as for Limerick by all mails due to reach that Office after the evening of the 25th instant.

The address of the undermentioned Sub-Offices has been changed:—

FROM	TO	Character of Office.
Asdee, Ballylongford, Co. Kerry	Asdee, Limerick	T. nS.
Ballylongford, Tarbert, Co. Kerry	Ballylongford, "	M.T.
Glin, Co. Limerick	Glin, "	M.T.
Tarbert, Co. Kerry	Tarbert, "	M.T.

Shifnal—Alteration in Status.

On the 1st of September, 1917, the Shifnal Head Office will be converted to a Salaried Sub-Office and transferred, together with its subordinate offices, to the control of the Postmaster of Wellington, Salop. There will be no change in the circulation of mails but the official addresses will be as follows:—

Shifnal, Salop.	Priors Lee, Shifnal, Salop.
Beckbury, Shifnal, Salop.	Sheriffhales, " "
Blymhill, " "	Stirchley, " "
Kemberton, " "	Tong, " "
Malinslee, " "	Weston-under-Lizard, " "
Norton, " "	

Mails for India, the far East and Australia lost at sea—(continued).

Registration or insurance with the Post Office does not cover losses due to acts of war; and no claims arising out of the loss of these Mails can accordingly be entertained.

The payees of Money Orders can obtain duplicates by application to the Post Office of destination.

Duplicates of lost Postal Orders will be issued on their numbers being furnished; and the question of repaying the value of Bank of England or Currency Notes lost in registered letters will be considered provided that the numbers of the notes are known. Enquiries regarding these, and, generally, any enquiries which cannot be answered with the information given should be referred to the Office of Exchange through which the correspondence would have been circulated.

Mails for the Salonika Force.

Letters and newspapers, but not parcels, for the Salonika Force which reached the Army Letter Office for despatch between 2.30 a.m. on the 22nd of May and 2.30 a.m. on the 24th of May, also between 2.30 a.m. on the 6th of June and 2.30 a.m. on the 9th of June, have been lost at sea. The loss was due to enemy action; and no claims for compensation can therefore be entertained. Enquiries by the public should be answered accordingly, without further action, except in the case of letters containing remittances which should be dealt with as follows:—

Unregistered letters containing Postal Orders. Refer to Controller, Money Order Department (Postal Order Branch), with particulars of despatch.

Unregistered letters containing Currency or Bank of England notes and **registered letters** containing Postal Orders or Notes. Refer to Officer Commanding, Home Depôt, with particulars of despatch.

Mails for British, French and Dutch Guiana.

Letter Mails for British, French and Dutch Guiana containing correspondence posted in this country between the 17th of May and the 5th of June last, and Parcel Mails for British and Dutch Guiana, containing parcels posted in this country between the 23rd of May and the 5th of June, have been lost at sea through enemy action. No compensation is paid in such cases; and any enquiries from the public for correspondence or parcels likely to have been included in the lost Mails should be answered accordingly unless Postal Orders are in question (refer to Controller, Money Order Department), or Bank of England or Currency Notes (refer to Controller, London Postal Service).

Other losses of Mails.

The mails of which particulars are given below have been lost at sea through enemy action. No compensation is paid in such cases.

Mails from British Guiana.

Letter Mails from British Guiana, containing correspondence posted probably on the 23rd and the 24th of March.

Mails from Jamaica.

Letter Mails from Jamaica, containing correspondence posted probably between the 12th and the 15th of May, and Parcel Mails from that Colony, containing parcels posted probably between the 2nd and the 15th of May.

Mails for Greece.

Mails containing correspondence (except parcels) addressed to Old Greece (Athens, Piræus, Patras, Corfu and the neighbouring districts) posted in the United Kingdom from the 19th to the 22nd of May inclusive.

Mails for Iceland.

Mails containing correspondence, including parcels, addressed to Iceland and posted in the United Kingdom from the 27th of March to the 20th of April inclusive.

Mails for Sweden.

Mails for Sweden containing letters, &c., posted in the United Kingdom between the 31st of May and the 2nd of June inclusive, and uninsured parcels posted between the 25th of May and the 1st of June inclusive.

Private Posting Boxes.

Head Postmasters should note that the cost of fixing the lock to Private Posting Boxes will in future be borne by the renter and not by the Department. The words "and fixed" should therefore be deleted from the first line of paragraph (c) page 2 of Forms Postmasters 37 before they are issued to the public. Care should be taken, when the lock is supplied for fixing, that the keys do not fall into unauthorized hands.

Pay of temporary part-time Postmen and Postwomen.

Postmasters and other supervising officers concerned should note that the correct rate of pay for duty on Good Friday in the case of temporary Postmen and Postwomen employed on part-time duties such as are normally proper to Assistant or Auxiliary Postmen is the Auxiliary Postmen's Sunday rate (see Form Postmasters 263). In any case in which a lower rate was paid for last Good Friday the payment should be adjusted accordingly.

This is also the correct rate for Sunday duty performed by such officers.

Fleet Post Office C.

A temporary Office, designated Fleet Post Office C, at which Money Order and Savings Bank business will be transacted, was opened on the 27th instant.

The address for Postal communications will be:—

"Fleet Post Office C,
c/o G.P.O.,
Dublin."

Parcel Post.—London Forward Sorting.

On and after the night of the 1st of September parcels for

Bracknell, Wellington College Station and Wokingham, when circulated to London, should be enclosed in bags for the Paddington Parcel Office instead of in those for the South Eastern Parcel Office, Waterloo Division.

It should be noted also that parcels for the undermentioned places in Middlesex and Surrey, when sent to the South Eastern Parcel Office, should be enclosed in the Town Division receptacles if such are made up, and in the London Bridge Division receptacles if separate receptacles for the Town Division are not made up.

Brentford	Hampton	Mitcham	Teddington
Carshalton	Hampton Hill	New Malden	Thames Ditton
Caterham Valley	Hounslow	Purley	Thornton Heath
Coulsdon	Isleworth	Richmond	Twickenham
Croydon	Kenley	Sunbury Common	Wallington
East Molesey	Kew Gardens B.O.	Surbiton B.O.	Whyteleafe
Feltham	Kingston-on-Thames	Sutton	Worcester Park

Post Office (Ireland) Convalescent Homes and Sanatoria Fund.

Arrangements have been made for the half-yearly subscriptions due in August to be made by deduction on the 31st of August in respect of monthly salaries, and on the 31st of August or 1st of September, as the case may be, in respect of weekly wages.

The amounts collected should be shown in **red ink** on the Salary or Wages Sheets, and the total amount charged to "Life Insurance, &c.," should appear in the Summary, thus:—

Ordinary Life Insurance	£	:	:
Sanatorium Fund	£	:	:
Total.....	£	:	:

Form M. 127A, giving particulars of the subscriptions collected, should be forwarded to the Accountant with the relative Revenue and Voted Service Account. Postmasters should make early application to the Controller of Stores (Dublin) for a supply of the form.

Attention is drawn to the importance of forwarding a List of Subscribers with Form M. 127A.

Postmasters are also reminded that when an officer who is a subscriber to the Fund has been transferred, the fact should be notified at once to the Hon. Secretary (Mr. C. Lynch, Post Office, Greystones, Co. Wicklow). This notification, which is intended to be independent of that contained in the Schedule attached to Form M. 127A, should state the name and rank of the officer concerned, and the Offices from and to which he, or she, has been transferred.

MAILS LOST AT SEA.

The following Mails have been lost at sea through enemy action:—

(1.) **A Parcel Mail for the Salonika Force** containing parcels for that Force which reached the Army Post Office, London, for despatch between 6 p.m. on the 12th of June and noon on the 17th of June.

(2.) **Mails for the Egyptian Expeditionary Force** containing letters, packets and newspapers (but not parcels), which reached the Army Post Office, London, for despatch, between 3.30 p.m. on the 31st of May and 2.30 a.m. on the 4th of June and letters only which were received for despatch between 3.30 p.m. on the 7th of June and 2.30 a.m. on the 9th of June.

(3.) **Mails for Egypt, Seychelles, Mauritius, Madagascar and Reunion** containing correspondence which reached the General Post Office, London, for despatch as follows:—

DESTINATION	Dates on which the lost correspondence was received at the General Post Office	
	Letters	Printed matter
Egypt and Seychelles:	1st and 2nd of June and 8th of June	31st of May to 2nd of June and on the 7th and 8th of June.
Mauritius:	30th of May to 8th of June ...	30th of May to 8th of June.
Madagascar, Reunion, &c.	20th of May to 8th of June: ...	20th of May to 8th of June.

(4.) **Letter and Parcel Mails from Australia, Ceylon, Aden and Egypt** which left Adelaide on the 22nd of May, Fremantle on the 27th of May, Colombo on the 13th of June, Aden on the 22nd of June and Port Said on the 30th of June. The probable dates of posting at representative offices of origin are as follows:—

Origin	Dates of posting		Origin	Dates of posting	
	Letters	Parcels		Letters	Parcels
Aden	22 June	22 June	Colombo	3—13 June	20 May—13 June
Australia:			Egypt (including Egyptian Expeditionary Force):		
Adelaide	17—22 May	4—22 May	Port Said	29 and 30 June	29 and 30 June
Melbourne	16—21 May	2—20 May			
Perth	8—27 May	8—27 May			
Sydney	15—20 May	28 April—16 May			

There may also have been letters and parcels from some of the following:—British East Africa, British Somaliland, Cyprus, Mauritius, Seychelles and Zanzibar.

Procedure for Dealing with Enquiries.

Enquiries should be dealt with on the lines laid down in previous announcements regarding lost mails, and should, whenever possible, be answered with the information here given.

As regards the Parcel Mail for Salonika, see the notice in the Post Office Circular of the 19th of June; as regards the Mails for the Egyptian Expeditionary Force, see the notice in the Post Office Circular of the 3rd inst. about Mails for the Salonika Force; as regards the Civil Mails for Egypt, &c., see the notice in the same circular regarding lost Mails for India.

In the case of the lost Mails from Australia, &c., the British Post Office has no means of saying whether a particular letter or parcel was lost; and, where precise information is desired, applicants should be informed that it must be obtained by the senders through the offices of posting. No enquiry on the subject can be undertaken by this Office. Duplicates of any Money Orders known to have been lost can be obtained by the payees on application to the Controller of the Money Order Department. Applications regarding remittances in other forms should be made by the sender to the Post Office of origin.

Post Office Guide.—Alterations and Additions.

- Page 182.—Under Birmingham, *delete* Parade and Smallbrook Street.
 " 195.—Under Bridgend, *insert* Nolton Street | M. | .
 " 247.—Dinton, Aylesbury. *Delete* M. *Insert* SB.
 " 249.—Under Dorchester, *delete* Maumbury Way.
 " 289.—Great Langdale, Ambleside. *Delete* entry.
 " 303.—Under Hereford, *delete* Ryelands Street.
 " 310.—Under Hornchurch, Romford, *delete* High Street.
 " 355.—Under Louth, *delete* Newmarket.
 " 381.—Under Newbridge, Newport, Mon., *insert* Pentwynmawr | M. | .
 " 421.—Under Ripon, *delete* East Bondgate.
 " 444.—Skelton, Penrith. *Delete* M. *Insert* SB.
 " 444.—Under Skewen, Neath, *delete* Neath Abbey.
 " 492.—West Ilsley, Newbury. *Delete* M. *Insert* SB.
 " 517.—Bow, Mile End Road (393), E. 3. *Delete* entry.
 " 517.—Bow, Old Ford Road (698), E. 3. *Delete* entry.
 " 524.—Holloway Road (118), N. 7. *Delete* entry.

FOREIGN AND COLONIAL MAILS.

WAR OFFICE RESTRICTIONS

on the despatch of Printed Matter, Stamp Collections, Photographs, Picture Postcards, Christmas and Birthday Cards and other Pictorial Representations.

(See especially paragraph 5 as to the United States of America).

(1) All previous notices concerning the information to be given to the Public on the restrictions above-mentioned are superseded; the information to be given in future is shown below.

(2) Printed matter, stamp collections, photographs, picture postcards and other pictorial representations (by whatever form of post they may be sent) addressed to any of the countries mentioned in paragraph 4 will **normally** be stopped by the Military Censors unless they are posted under a permit from the War Office.

(3) The Censors make exceptions in favour of certain classes of printed matter, &c., and allow them to pass without a permit. Persons who seek definite information on this or any other point of the Censors' restrictions should be advised to write to the Chief Postal Censor, Strand House, Portugal Street, W.C. 2.

(4) The countries in question are

Argentine Republic.	Dutch Guiana.	Nicaragua.	Sweden.
Bolivia.	Ecuador.	Norway.	Switzerland.
Brazil.	Greece.	Panama Republic.	Uruguay.
Chile.	Guatemala.	Paraguay.	Venezuela.
Colombia.	Holland.	Peru.	
Costa Rica.	Honduras Republic.	Salvador.	
Denmark.	Mexico.	Spain.	

(5) Packets addressed to the United States of America and containing the articles in question will not be stopped for lack of a Permit, but those sent under Permit will be passed more quickly than those without.

(6) Any person tendering a postal packet which appears to contain any of the articles in question and is addressed to any of the countries mentioned in paragraph 4, should be **warned that it will probably be stopped** by the Military Censors unless sent under Permit; but **no packet should be refused on this ground if the sender still tenders it after being warned.**

(7) This notice does not affect the instructions given at page 259 of the Post Office Circular of the 27th of June, 1916, concerning the treatment of the packages posted by Permit Holders and addressed to the Censor.

MAILS LOST AT SEA.

The undermentioned correspondence and parcels have been lost at sea through enemy action.

Enquiries should be dealt with as directed in previous notices of lost Mails.

(1) Parcels for the Egyptian Expeditionary Force posted in this Country which reached the Army Parcel Office between 6 p.m. on the 24th of July and 6 p.m. on the 31st of July;

(2) Correspondence and parcels for Newfoundland posted between the 10th and 14th of August.

Revision of Form Postmasters No. 175—Record of Temporary Full-time Service.

Copies of the revised form described above will shortly be distributed by the Stores Department to all Head Postmasters. The remaining stock of the present form need not, however, be made waste. As indicated in Rule 50 of the Book of Rules for Head Postmasters, Part I., the form is intended to be used only in the case of persons likely to become eligible for an award under the Superannuation Acts.

ENTERTAINMENTS DUTY STAMPS.

Reduction of Stocks at Post Offices.

The arrangements set out in the Post Office Circular of the 28th of November, 1916, for the withdrawal of surplus stocks of Entertainment Duty Stamps have been revised.

Stamps of the 1s. and 2s. denominations need not be kept in stock at any Head Post Office at which there has been no demand for them. A supply should be maintained at every Head Office of each denomination up to and including 6d. and of any higher denominations regularly in demand, together with a sheet or two of the denomination next above the highest for which there is a demand.

Where the stocks of $\frac{1}{2}$ d., 1d., 2d. and 3d. stamps are much in excess of the demand the surplus may be returned.

Applicants for stamps of any denomination not in stock should be informed that the stamps required will be ordered at once. They should give sufficient notice to admit of requisitions, which should, whenever necessary, be marked as "Urgent," being complied with by return of post; but, when it is necessary in order to procure the stamps by the time at which they are required for use, requisition may be made by telegram to "Stampostal Estrand London" or to the Inland Revenue Office, Dublin or Edinburgh.

Surplus Stocks should be sent (in accordance with the instructions in the Post Office Circular of the 28th of November) by Registered Letter post to the Controller, Post Office Stores Department, Stamp Section, Somerset House, London, W.C. 2, or to the Assistant Secretary and Comptroller, Inland Revenue, Dublin or Edinburgh, with a statement showing the number and value of stamps of each denomination and the name of the Office from which they are sent. Credit for the value should be claimed in the Cash Account as a Remittance and the words "Entertainments Duty Stamps" should be written against the entry.

Newspapers, Clubs, &c.

The following alterations should be made in the List:—

*Alter Empire (Manchester) to Empire News (Manchester).

Erase (Manchester) Dogs Weekly.

*Alter (Manchester) Empire to (Manchester) Empire News.

*Press telegrams tendered under "Umpire" press passes with the name amended to "Empire" or "Empire News" may be accepted.

TELEGRAPHS.

NOTE.—(*) To be entered in the Telegraph Circulation Book.

Alterations in the Telegraph Circulation Book as regards Offices already open.

*Page 33. GLASGOW.—Delete Bradford as a transmitting office.

Post Office Guide.

ALTERATIONS.

BARNSELY.

LEAMINGTON SPA. }

RUGBY. }

LIVERPOOL, Myrtle Street. }

—Delete "Sun. 5 to 6 p.m." in 3rd column.

—Substitute "t" for "T" in 2nd column.

OBLITERATING STAMPS FOR PARCELS.**Extended supply of "Combined" Facsimile Label Stamp.**

It has been represented that the "Combined" Facsimile Label Stamp, i.e. a date-stamp designed not only to obliterate postage stamps but to serve instead of a Parcel Post label, could be used with advantage at many offices where the conditions hitherto held to warrant its supply are not fulfilled (viz. that as many as 50 parcels are frequently posted at one time or the daily average number of parcels posted is 200 or more).

Under present conditions it is probably both convenient and economical to use a stamp of this kind at any Post Office where more than 50 parcels are dealt with daily; and Postmasters may, at their discretion, put forward requisitions on this basis. There may, however, be difficulty in complying immediately with all demands, and each requisition should state the average number of parcels posted daily and any special circumstances which appear to make the supply of a label stamp particularly desirable.

Officers using the label stamp must take care to obtain clear impressions and to obliterate all postage stamps effectively; and they must bear in mind that the stamp is not suitable for very soft parcels or for parcels with a very irregular surface.

Rules for Head Post Offices (Part III.).

A Correction Slip (No. 11) to the Rules for Head Post Offices (Part III.) is issued with this Circular. Copies of the book should be amended accordingly, the officer responsible making the necessary entries in and initialling the table at the beginning of the book.

Newspapers, Clubs, &c.

The following alterations should be made in the List:—

Erase Indiaman (16—17, Devonshire Square, E.C. 2).

Alter address of Referee to 12, Salisbury Square, Fleet Street, E.C. 4.

TELEGRAPHS.**Post Office Guide (July Supplement).****ALTERATIONS.**

Ainsworth, Bolton.—Delete entry in 3rd column and enter "Bolton, T."

Brightmet, Bolton.—Enter "Bolton, T," in 3rd column.

Instructions regarding Inland Telegrams.

A Correction Slip (No. 17) to the Instructions regarding Inland Telegrams is issued with this Circular. Copies of the book should be amended accordingly, the officer responsible making the necessary entries in and initialling the table at the beginning of the book.

TELEPHONES.**Extensions.**

Place.	Telephone District.	Telephone Area.	Nature of Extension.	Date of Opening.	Trunk Communication	
					Obtained through	Charge List.
Little Dunham S.O., Swaffham.	Norwich	Swaffham	Call Office	10th September	Swaffham	Swaffham.

PAID POSTAL DRAFTS.

Change of accounting procedure at Offices rendering Daily Cash Accounts.

On and from 1st August, 1917, Postal Drafts paid by Head Postmasters and by Sub-Postmasters who render **Daily Cash Accounts** should, after being placed in the special envelopes (267 or 268) provided for the purpose, be enclosed separately in the **Brown Paper Envelope** forwarded in ordinary course to the Metropolitan Office of Account.

The paid Postal Drafts should be sorted as directed in Rule 4 of Rules regarding Postal Drafts, and when the entries have been checked the amount entered at the foot of the envelope should be carried to the Payments side of the Cash Book and claimed in the Cash Account as a separate item under a manuscript heading "Postal Drafts Paid." The entry should appear immediately below the printed entry, "Allowance Forms Paid."

The special envelope (267 or 268) should bear a clear impression of the paying office date-stamp, and the date shown must agree with the date of the Cash Account in which the amount is claimed.

Postal Drafts paid at daily Cash Account Offices after the Remittance letters of the 31st of July have been made up should be dealt with as described above.

Special care should be taken that Paid Postal Drafts are not enclosed in the Remittance Letter and that their value is not entered on the Docket 444 nor included in the amount claimed in respect of Allowance Forms Paid.

Provincial Sub-Postmasters who render **Weekly Cash Accounts** (including Cash Account Postal Order Offices), should continue to forward the Paid Postal Drafts to the Head Office as early as possible in the special envelope enclosed in the Remittance letter and claim the amount as a "Remittance to Other Offices" in the next Cash Account rendered. Postal Drafts paid at **Non-Cash Account Offices** should also be forwarded as at present to the Head Office.

The Head Postmasters should open immediately the envelopes received from Weekly Cash Account and Non-Cash Account Offices, and after checking the contents forward the drafts with those paid at the Head Office. The number and value of the paid Drafts received from Sub-Offices should be recorded by the Head Postmaster.

Climax Daters.—Year Bands for 1918.

Every Sub-Postmaster supplied with an India Rubber Date Stamp with revolving bands should examine the year-band, and, unless it already contains type for the year 1918, he should at once inform his Head Postmaster that a new year-band will be required for 1918.

The Head Postmaster should then requisition from the Controller, Post Office Stores Department, London, Dublin, or Edinburgh, on form Postmasters No. 16, the number of bands required for the Sub-Offices under his control.

The new bands will contain type for 1917 and onwards, so that they may be fitted and used before the end of the present year. Instructions as to the method of fixing will be sent with the bands, and it should be arranged for this work to be done either at the Head Office or, as opportunity offers, by some Officer from the Head Office who has occasion to visit the Sub-Office. The Dater should not be withdrawn from the Sub-Office during any period when it may be needed for use.

If, in addition to year-bands, a Climax Dater is found to need repair, separate application in respect of such stamp should be made, as hitherto, on form Postmasters No. 16.

Year Type for Date-Stamps.

At every office provided with a date-stamp with loose type, the box of type should forthwith be examined to ascertain whether year type for 1918 is required.

Year type for several years in advance is supplied with all new and re-cut stamps, and in these circumstances and in view of the supplies issued in 1916 (see Notice in Post Office Circular of the 11th July, 1916), fresh year type for 1918 should only be required in exceptional cases. Postmasters and Sub-Postmasters should, therefore, satisfy themselves, before asking for 1918 type, that the necessary type is not already in their possession.

If type is actually required, requisitions should at once be put forward together with a piece of type to serve as a pattern. Sub-Postmasters should send their requisitions to Head Postmasters, who should as far as possible combine the requirements in one requisition, taking care to see that each pattern piece of type is properly labelled with the name of the Office.

Year type for metal and rubber stamps should be not be asked for on the same form.

Bags for Wastepaper.

Mailbags, whether new or worn, must not be used for consigning wastepaper to a Contractor. Attention is directed to Rule 1203 (e and f) in the Book of Rules for Postmasters and Supervising Officers.

To POSTMASTERS AND SUB-POSTMASTERS IN SCOTLAND.

Stamps and Licences

will not be issued from the Inland Revenue Office, Edinburgh, on the 17th of September or the 1st of October.

Requisitions should be regulated accordingly.

Remittances, &c.,

can neither be received at, nor despatched from, Edinburgh, on the 17th of September. This does not apply to Accountable Receipts, which should be forwarded as usual.

FOREIGN AND COLONIAL MAILS.

Parcels for Prisoners of War in Turkey and Bulgaria.

Considerable inconvenience is being caused by failure on the part of Counter Officers to observe the regulation contained in the second sentence of paragraph 16 Section M of the Instructions as regards the special Postal arrangements, &c., affecting sailors and soldiers on active service and Prisoners of War; and all officers concerned are accordingly reminded that parcels must not be accepted for transmission to officer prisoners of war in Turkey or Bulgaria unless accompanied by Despatch Notes.

Circulation of Letters for Indian Troops attached to the British Expeditionary Force.

With reference to Section D, paragraph 7 (a) (ii), of the Special Instructions issued with the Post Office Circular of the 27th of June, 1916, it should be noted that letters, &c., for Indian Units operating with the British Expeditionary Force in France and Flanders, should circulate in future as for the Army Letter Office No. 1 and not as for the Army Letter Office No. 2.

A correction slip will be issued later.

Parcel Post to Aden and to Ahwaz (Southern Persia).

The Parcel Post to Aden (except for Naval and Military addresses) and to Ahwaz, Southern Persia, is suspended. A note to this effect should be made in working copies of the Post Office Guide at pages 652-3 as regards Aden and pages 694-5 (Persian Post Offices in Southern Persia) as regards Ahwaz.

MONEY ORDERS.

Resumption of the Money Order Service with Greece.

The Money Order service between the United Kingdom and Greece which has been suspended for some time has now been resumed.

The following alteration should be made in the Alphabetical List of Money Order Offices in British Colonies and Foreign Countries:—

Page 4. Strike out the sign “§§” which appears before “Greece.”

The following alterations should be made in the Post Office Guide:—

Page 717. In the entry under “Crete,” strike out the words “Service suspended.”

Page 719. Delete “Greece,” “Service suspended.” Substitute:—

Greece	40	C	AP	Paid in drachmai and lepta. Orders payable in Athens, Corfu, Patras, The Piraeus, Syra and Volo are paid in gold. Orders payable at all other places are paid in paper money.
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WAR OFFICE PERMITS FOR PARCELS AND SAMPLE PACKETS.

The notice printed below supersedes the notice under the heading "Foreign Parcel Post" which appeared in the Post Office Circular of the 1st of May, 1917, page 167. That notice should be marked "Superseded." See notice on page 297 of Circular of the 24th of July, 1917." Separate prints of this new notice will be distributed with next week's Circular.

(1) The War Office is gradually introducing, by notice to individual firms, a system whereby those firms are required to post certain classes of parcels and sample-packets for certain countries abroad under a permit from the War Office and in the manner laid down by the War Office.

(2) The fulfilment of those conditions is a matter for the Permit-holders alone; and postal officers must neither give advice on the Permit regulations, nor refuse any parcel or sample-packet, which complies with the standing regulations and is posted in the ordinary way, on the ground that it appears not to be posted in accordance with the War Office Permit system.

(3) Some parcels and sample-packets will be posted by permit-holders in closed mail-bags (see §§ below) or brown-paper wrappings, addressed to the Censor of Parcels, Regent's Park, London, on which no postage need be paid. The bag or brown-paper package is called a "censor-package."

(4) Permit-holders have been informed that they may post censor-packages at any Head, District, or Branch Post Office, but that before beginning to do so they must give written notice to the Office concerned, so that counter-officers may be reminded of the instructions. They have also been informed that a censor-package must not exceed 50 lb. in weight.

(5) Officers at Sub-Offices should refuse censor-packages; officers at Head, District, or Branch Offices to whom a censor-package is tendered should refuse it if it exceeds 50 lb. in weight, otherwise the only action required of them in respect of a censor-package is

- (a) to accept it (without postage) as if it were a bulky unregistered letter addressed to the Censor
- (b) if it is in a borrowed Post Office mail-bag, to note the return of the bag.
- (6) Postal Officers **must not** either
 - (a) Open a censor-package or
 - (b) Give a certificate of posting for the package or for any of its contents, or
 - (c) Register the package, or
 - (d) Give any advice to senders about the system.

(7) The **Circulation of Censor-packages** is as follows:

- (a) A censor-package of fair size, posted by the sender in a Post Office mail-bag, should be tied and sealed by the Post Office and sent unenclosed with the next despatch for the F. & C. Division, G.P.O. Parcel Office, London, numbered in with the other F. & C. receptacles; besides the label addressed to the Censor, which is attached by the sender, the office of origin should attach a label showing its own name and addressed to the G.P.O. Parcel Office, F. & C. Division.
- (b) Censor-packages in paper wrappers, or those in borrowed mail bags if small, should be enclosed (without parcel bill or record of any kind) in a receptacle of the next despatch for the F. & C. Division, G.P.O. Parcel Office, London, unless several are on hand together, when they should be treated as in (c) below.
- (c) If several small censor-packages are on hand together they should be enclosed (without record) in a receptacle with a label showing the office of origin and this address:—

The F. & C. Division,
G.P.O. Parcel Office, London,
for the Censor of Parcels,
Gloucester Gate, Regent's Park.

This receptacle should be numbered in with the other receptacles.

- (d) In all the cases (a), (b) and (c) above, if a direct despatch for the F. & C. Division is not due to be made up in ordinary course, the censor-packages (enclosed or unenclosed) should be included in the next despatch for the G.P.O. Parcel Office.

(8) Permit-holders will make written application for Post Office mail-bags to be used as censor-packages; plain Hessian bags only should be lent, and a record should be kept of their loan and return. If a permit-holder misuses bags or does not return them regularly the matter should be reported to the Secretary.

Ashby-de-la-Zouch.—Alteration in Status.

On and from the 1st of October, 1917, Ashby-de-la-Zouch and its Sub-Offices will be placed under the control of the Postmaster of Burton-on-Trent.

There will be no change in the circulation but the Official addresses will be altered as follows:—

FROM		TO	
Ashby-de-la-Zouch	Ashby-de-la-Zouch, Leicestershire.	
Bath Street,	Ashby-de-la-Zouch	Bath Street, Ashby-de-la-Zouch, Leicestershire.	
Donisthorpe,	"	Donisthorpe,	"
Moir Road, Donisthorpe,	"	Moir Road, Donisthorpe,	"
Moir,	"	Moir,	"
Netherseal,	"	Netherseal,	"
Oakthorpe,	"	Oakthorpe,	"
Overseal,	"	Overseal,	"
Packington,	"	Packington,	"
Worthington,	"	Worthington,	"

TO POSTMASTERS IN ENGLAND AND WALES.

Form Postmasters No. 3—Requisition for Mail Bags, Pouches, &c.

The above-mentioned form has recently been revised and reprinted and supplies of the new print are being distributed to all Head Postmasters in England and Wales.

As soon as the new forms come to hand any copies of earlier prints remaining on hand should be treated as waste.

Official Letters tendered for Registration.

Attention is called to the Rules (Head Post Offices, Part II., Nos. 283-4) regarding the treatment of official letters tendered for registration. No such letter is to be accepted without payment of the registration fee unless it is enclosed in an envelope with the "Official Paid" design and blue lines to denote registration printed on it, or comes within one of the other special exceptions in Rule 284.

Bag Labels for Mails for Expeditionary Forces—Postmasters No. 585 to No. 601 and No. 605.

Postmasters who do not circulate their mails for the Expeditionary Forces to London should return to the Stores Department any of the above-mentioned labels remaining in their hands.

Uniform for Part-time Temporary Postmen.

Part-time Temporary Postmen employed as much as 5 hours a day, on the average, will in future be supplied with uniform similar to that of full-time Temporary Postmen, namely:—winter coat, vest and trousers, overcoat and shako. Applications should be made on the usual form Postmasters No. 52 to the Controller of the Stores Department, London or Dublin, as the case may be.

Newspapers, Clubs, &c.

The following alterations should be made in the List:—

Erase Canadian News (General Buildings, Aldwych, W.C. 2).

" Cardigan and County Club.

Alter Star & Echo (London—19-22, Bouverie Street, E.C. 4), to Star (19-22, Bouverie Street, E.C. 4).

TELEGRAPHS.

NOTE.—(*) To be entered in the Telegraph Circulation Book.

(†) " " Index of Codes.

Alterations in the Telegraph Circulation Book and the Index of Codes as regards Offices already open.

*Page 33. Gainsborough Stn. (G. C. Rly.) has been closed for telegraph business.

*" 70. } —Shap Granite Works.—Office closed. Delete entry.
†(Code XGW). }

21 JULY, 1917.

299

Loss of Parcel Mails—continued.

(2) CIVIL MAILS.

Destination	Dates between which the parcels reached the Mount Pleasant Parcel Office for despatch
Malta	4 p.m. on 17th July and 7 p.m. on 18th July
Egypt	
Cyprus	
Larache and Rabat	
India	7 p.m. on 4th July and 7 p.m. on 18th July
Ceylon	
Seychelles	
Aden	
British Somaliland	1 p.m. on 12th July and 7 p.m. on 18th July 10 a.m. on 25th June and 7 p.m. on 18th July
British East Africa	
Zanzibar	
Gibraltar	
Tangier	
Salonika	

No compensation is paid for loss whether the parcels were insured or not; and enquiries should be answered so far as possible with the information given. If more definite information is wanted (e.g. in support of a claim for war risks insurance) the enquiry should be referred to the Controller, Inland Section, London Postal Service, except in the case of parcels for India posted in Scotland and circulated through Edinburgh, enquiries for which should be referred to the Secretary, Edinburgh.

FOREIGN AND COLONIAL MONEY ORDER SERVICE.

Alterations in Rates of Conversion.

The rates shown below should be substituted for those shown in the special statement issued with the Post Office Circular of the 2nd of January, 1917:—

Country.	Rate for Orders payable abroad.	Rate for Orders payable in the United Kingdom.
Norway	15 kroner 80 öre	15 kroner 80 ore. 24 francs. 27 francs 60 centimes.
Russia	20 roubles	
Sweden and Finland	15 kronor	
Switzerland	21 francs 80 centimes	
Tunis	

POSTAL ORDERS.

Postal Order Forms.—Theft from 302, Gray's Inn Road, T.S.O., London, W.C.

A notice giving particulars of the forms reported to have been stolen was issued on the 18th instant for distribution to all Money Order Offices. Any officer in charge of a Money Order Office who has not received a copy should communicate at once with his Head Postmaster.

SUGAR DISTRIBUTION SCHEME.**Application Forms S. 1.**

Postmasters are reminded that the house-to-house distribution of these forms must be completed by the 29th instant, and that as soon as the greater part of the distribution has been completed in any district a supply of the forms must be kept in stock at every Post Office.

The districts of the Local Food Authorities correspond with the ordinary Local Government areas (Boroughs, Urban Districts and Rural Districts in England and Wales, and Burghs and Counties in Scotland). When the Postmaster is in doubt as to the actual address at which to deliver completed forms and other communications addressed to the local Food Office he should enquire of the Local Authority.

Payment of Post Office Pensions.

Paying officers are again reminded that when the last day of the month falls on a Sunday (as on the 30th instant) pensions for the relative period must not be paid until the Monday following.

Care should be taken to see that the Life Certificate embodied in the pension forms is not dated before the last day of the period for which payment is due.

Postmasters are requested to call the attention of their paying officers specially to this notice.

Sub-Offices—Change of Address.

The address of the undermentioned Sub-Offices has been changed:—

FROM	TO	Character of Office.
Bofeenau, Crossmolina, Co. Mayo	Bofeenau, Ballina	nS.
Boughadoon, " "	Boughadoon, " "	nS.
Castlehill, " "	Castlehill, " "	nS.
Crossmolina, Co. Mayo	Crossmolina, " "	M.T.
Garranard, Crossmolina, Co. Mayo	Garranard, " "	nS.
Keenaghbeg, " "	Keenaghbeg, " "	nS.
Lahardane, " "	Lahardane, " "	nS.
Rathnamagh, " "	Rathnamagh, " "	nS.

The circulation should be as for Ballina by all Mails.

Coolmoney Camp, Co. Wicklow.

A temporary Post Office has been opened at this Camp. The hours of attendance are:—Week-days, 7.15 a.m. to 8.15 a.m., 11 a.m. to 3 p.m., and 4 p.m. to 6.30 p.m.; Sundays, 7.15 a.m. to 8.15 a.m., and 5.15 p.m. to 6.15 p.m. Telegraph business will be conducted by the Military Authorities and the transmitting Office will be Curragh Camp.

Letters should be circulated as for G.S. and W. Down Day T.P.O. by the English Night Mail to Ireland (Irish Day Mail) Sundays to Fridays inclusive, and as for Athy on Saturday nights and by the English Day Mail (Irish Night Mail). The circulation for parcels should be as for Athy at all times.

Correspondence for Leitrim Camp, which is near Coolmoney, should be circulated as for Coolmoney Camp S.O.

TO POSTMASTERS IN SCOTLAND.

Application for Stamps and Licences.

Stamps and Licences will not be issued from the Inland Revenue Office, Edinburgh, on Monday the 1st October. Requisitions should be regulated accordingly.

FOREIGN AND COLONIAL MAILS.**Parcels for Prisoners of War in Turkey and Bulgaria.**

Considerable inconvenience is being caused by failure on the part of Counter Officers to observe the regulation contained in the second sentence of paragraph 16 of Section M of the Instructions as regards the special Postal arrangements, &c., affecting sailors and soldiers on active service and Prisoners of War; and all officers concerned are accordingly reminded that parcels must not be accepted for transmission to officer prisoners of war in Turkey or Bulgaria unless accompanied by Despatch Notes.

LIST OF RAILWAYS OUTSIDE THE GOVERNMENT AGREEMENT. X

Bideford, Westward Ho! and Appledore.
 Bishop's Castle.
 Blackpool and Fleetwood Tramroad.
 Bradford Corporation (Nidd Valley Light).
 Cannock Chase and Wolverhampton.
 Central London.
 City and South London.
 Corringham Light.
 Corris.
 Derwent Valley Light.
 Forecett.
 Glyn Valley Tramway.
 Gwendraeth Valleys.
 Llanelly and Mynydd Mawr.
 London Electric.
 Manchester Ship Canal and Railway.
 Milford Haven Dock and Railway.
 Mumbles Railway and Pier.

North Wales Narrow Gauge.
 Plymouth and Dartmoor.
 Rowrah and Kelton Fell Mineral.
 St. Austell and Pentewan.
 Saundersfoot.
 Snailbeach District.
 Stocksbridge.
 Swansea and Mumbles.
 Talylyn.
 Trafford Park Company's Lines.
 Vale of Rheidol Light.

SCOTLAND.

Campbeltown and Machrihanish Light.
 Glasgow District Subway.

IRELAND.

Nil.

TELEGRAPHS.

Offices opened for Telegraph business.

NOTE.—(*) To be entered in the Telegraph Circulation Book.
 (†) " " Index of Codes.

Alterations in the Telegraph Circulation Book and the Index of Codes
 as regards Offices already open.

- *Page 67. Rosyth.—Alter name to read "Rosyth Dockyard."
 * " 78. Titchfield.—Substitute Portsmouth for Southampton as transmitting office.
 * " 82. Waterville. Add Tralee as a transmitting office.
 †(Code CBD). CAMBRIDGE, *Newnham*.—Office closed. Delete entry.
 †(Code ROY). Rosyth B.O. (Dunfermline).—Alter name to read "Rosyth Dockyard B.O. (Dunfermline)."

Post Office Guide.

ADDITIONS AND ALTERATIONS.

BLACKPOOL, *South Shore*. } —Delete 9.0 a.m. to 8.0 p.m., 1 May to 30 Sept.
South Shore, Blackpool. }
 CAMBRIDGE, *Newnham*. } —Office closed. Delete "t" from 2nd column.
Newnham, Cambridge. }

Telegraph Money Orders for H.M. Ships.

Telegraph Money Orders for Officers and men serving on H.M. Ships are often misdirected to the Admiralty Mail Officer, Inverness, but such Orders should be made payable at the temporary Office called "Fleet Post Office 'A,' Aberdeen," which, although not a Telegraph Office, transacts Telegraph Money Order business (Post Office Circulars of 8th June and 6th July, 1915).

Special (EFM) Week-end Telegrams.

It should be noted that EFM Week-end Letter Telegrams may be forwarded to the offices of the Telegraph Companies by post if desired.
 The letters "TWT" in the fourth line of paragraph 56 of the Instructions headed Foreign and Colonial Telegrams issued with the Circular of the 19th of June should therefore be deleted.

ENTERTAINMENTS TAX STAMPS.

Increased rates of Duty. New denominations of stamps introduced.

The rates of the Entertainments Tax will be increased as from the 1st October; and five new denominations of adhesive stamps are being introduced, viz., 4d., 9d., 1s. 6d., 8s. and 10s.

The 4d. stamp must be kept in stock at all District Offices in London and Head Offices in Great Britain and Ireland, and the 9d. at all offices at which there is at present a demand for stamps above the value of 2d., and at all other offices at which a demand is found to arise. Every Postmaster concerned must apply forthwith to the Stamp Section of the Post Office Stores Department at Somerset House (or to the Inland Revenue Office in Dublin or Edinburgh) for such a supply of each of these denominations as he is likely to require. He should also bear in mind in preparing requisitions that the demand for 1d. stamps may be expected to decrease and the demand for 3d. and 6d. to increase.

The other new denominations need not be placed in stock at any Post Office unless a demand arises.

In other respects stocks should continue to be regulated in accordance with the instructions in the Post Office Circular of 17th July; and applications for stamps of denominations not in stock should be complied with as quickly as possible, requisition being made by telegraph where necessary.

A leaflet setting out the new rates of tax is about to be distributed to all Head Post Offices, and a copy should be handed to every purchaser of Entertainment Tax stamps during the next six weeks. The leaflet refers enquirers to officers of Customs and Excise for further information.

NOTICE TO HEAD POSTMASTERS (PROVINCES).

Introduction of Form Postmasters No. 112 in connexion with the monthly payments to Scale Payment Sub-Postmasters.

It has been decided that form Postmasters No. 112 shall be furnished by Postmasters in respect of the monthly payments to Scale Payment Sub-Postmasters. The form (suitably amended) should be furnished for the month of September, 1917, and each month thereafter. If in any month the payments at the Sub-Offices have not been altered a "nil" certificate, signed by the Postmaster, should be furnished.

EXPRESS DELIVERY.

"E" Forms—Services I., II. and III.

Until further notice, Head Postmasters with Salaries of £350 a year and over need not forward to the Office of Account "E" Forms prepared in their Districts in connexion with Express Services I., II. and III. The "E" Forms for the whole of each District should be retained at the Head Office for eighteen months and then treated as waste paper.

The "E" Forms should of course be carefully checked at the Head Office. Cases of missing "E" Forms should continue to be submitted to the Office of Account, with brief reports.

The Service IV. "E" Forms should be forwarded with the Telegrams for the day to the Office of Account, as hitherto.

Manilla Labels for Parcel Post Receptacles.

At Offices where the Manilla Labels, Postmasters No. 534, are used for labelling Parcel Post Receptacles they should be replaced forthwith for that purpose by the special parcel labels, P.P. 56 and P.P. 57, supplies of which can now be obtained on requisition in the usual way. As these new labels provide a circular space for the insertion of the number of the receptacle, and in the case of No. 57 the word "Final" also, the separate gummed number labels P.P. 1, 1A, &c., will not need to be affixed to them.

The new labels are printed on both sides so that they may serve for two journeys. Care must be taken that the original address is obliterated before a label is used a second time.

The label Postmasters No. 534 should in future be used for letter mails only.

Suspension of the Hull-Leeds and Leeds-Hull Railway Sorting Carriage.

The Hull-Leeds and Leeds-Hull Railway Sorting Carriage will be suspended after the arrival at Hull on the morning of the 30th September, and the address of the undermentioned Sub-Offices will be changed on the 1st of October.

FROM	TO
Adlingfleet, Yorks.	Adlingfleet, Goole.
Bainton, Driffeld	Bainton, Middleton-on-the-Wolds, Yorks.
Beal, Whitley Bridge, Yorks.	Beal, Goole.

Mails from Australia, the Far East, Ceylon, India, Aden, Egypt, &c.

Letters and Parcel Mails for the United Kingdom from the Countries of origin mentioned below have been lost at sea through enemy action:—
The dates of posting given are approximate and apply to letters.

Origin	Approximate dates of posting of letters at the ports, &c., mentioned.
Aden	7—14 July.
Australia:	
Adelaide	1—14 June.
Melbourne	31 May—13 June.
Perth	6—19 June.
Sydney	30 May—12 June.
British East Africa and Uganda	Uncertain.
British Somaliland	
Ceylon:	
Colombo	24 June—2 July.
China:	
Shanghai	—12 June.
Cyprus	Uncertain.
Dutch East Indies	
Egypt (including Egyptian Expeditionary Force)	14—21 July.
Hong Kong	16 June.
India (including Mesopotamian Expeditionary Force) —	
Bombay	28 June—7 July.
Calcutta	26 June—5 July.
Malta	—25 July.
Manila	Uncertain.
North Borneo	
Sarawak	
Seychelles	
Siam	
Straits Settlements and Malay States—	
Penang	18—26 June.
Singapore	16—23 June.
Zanzibar	Uncertain.

Duplicates of any Money Orders known to have been lost can be obtained by the payees on application to the Controller of the Money Order Department.

Applications regarding remittances in other forms, and enquiries whether a particular letter or parcel was lost should be made by the sender at the Post Office of origin.

War Office Permits for Parcels and Sample Packets.

Copies of the notice under the above heading, which appeared on page 297 of the last issue of the Circular, are being distributed with this issue for convenience of reference at the counter, &c.

Virgin Islands of the United States.

Mail Service.

The Insured Letter Service to the Virgin Islands of the United States (formerly known as the Danish West Indies) is suspended. A suitable note should be made against the relative entry on pages 610 and 611 of the April, 1917, edition of the Post Office Guide.

LICENCES.

TO POSTMASTERS AND SUB-POSTMASTERS IN CHARGE OF MONEY ORDER OFFICES THROUGHOUT THE UNITED KINGDOM.

With reference to the issue of part-year Carriage and Motor Car Licences for the period 1st October to 31st December, Postmasters and Sub-Postmasters are reminded that a stock of the relative declaration forms should be in hand at all Money Order Offices. The forms are as follows:—

forms should be in hand at all Money Order Offices.	ENGLAND & WALES.	SCOTLAND.	IRELAND.
Part-Year Declaration Form for Carriage and Motor Car Licences ..	No. 2	No. 132A	No. 2
<i>(Forms now in hand obsolete—see last paragraph below.)</i>			
Part-Year Declaration Form for Motor Car Licences issued at the reduced rates to Medical Practitioners.....	No. 2A	No. 132E	No. 2A
Part-Year Declaration Form for Hackney Carriage and Hackney Motor Car Licences	No. 4	(Not stocked)	
<i>(Forms now in hand obsolete—see last paragraph below.)</i>			

As regards England and Wales, Head Postmasters and London District Postmasters should requisition supplies from the Controller, Post Office Stores Department, Studd Street Depôt, London, N. 1. The supplies should be requisitioned on the usual quarterly requisition form or on the supplementary requisition form, Postmasters No. 1056. Form 34A should not be used for the purpose. **Provincial Sub-Postmasters should obtain their supplies from their respective Head Postmasters.** London Sub-Postmasters and Officers in charge of Branch Offices in London should obtain their supplies from the Stores Department by requisition on the usual monthly or quarterly requisition form, or from their respective District Postmasters.

In Scotland and Ireland fresh supplies should be requisitioned from the Comptroller of Stamps and Taxes, Edinburgh or Dublin, as the case may be.

Declaration Forms Nos. 2, 132A and 4 have been revised, and the stocks of these forms bearing an earlier imprint than "9/16" now in hand should be treated as waste, and fresh supplies obtained without delay.

TO POSTMASTERS IN SCOTLAND.

Application for Stamps and Licences.

Stamps and Licences will not be issued from the Inland Revenue Office, Edinburgh, on Monday the 1st October. Requisitions should be regulated accordingly.

Alteration in sizes of Stamped Postal Stationery.

It has been decided to reduce the sizes of Thin and Thin Reply Postcards from $5\frac{1}{2}$ in. by $3\frac{1}{2}$ in. to $4\frac{1}{2}$ in. by $3\frac{1}{2}$ in., and of $\frac{1}{2}$ d. and 1d. Wrappers from $11\frac{1}{8}$ in. by $4\frac{1}{8}$ in. to $10\frac{1}{8}$ in. by $4\frac{1}{8}$ in. Cards and wrappers of the new sizes will be issued on requisition in ordinary course when the stocks of the old sizes are exhausted. The present sale prices will remain unchanged.

Letters addressed to, or sent by, Messrs. Cunliffe, Russell & Co., of Paris.

The notice which appeared in the Post Office Circular of the 6th of March last (page 95) under the above heading, so far as it related to letters, parcels, or other postal packets addressed to Messrs. Cunliffe, Russell & Co., is hereby cancelled.

Letters purporting to be sent by that firm should, if found in the post, continue to be stopped and to be sent to the Secretary, Home Mails Branch, G.P.O., London, E.C. 1, as hitherto.

Rules for Postmen in London—Rules for Rural Postmen.

Correction Slips (No. 14) to the Rules for Postmen in London, and (No. 16) to the Rules for Rural Postmen, are issued with this Circular. Copies of the books should be amended accordingly, the officers responsible making the necessary entries in and initialling the tables at the beginning of the books.

Post Office Guide.—Alterations and Additions.—(continued).

- Page 435.—Seaton Ross, York. *Delete M.*
 517.—Bethnal Green, Old Ford Road (174), E. 2. *Delete entry.*
 519.—Clapham Road (154), opposite Holland Street, S.W. 9. *Delete entry.*
 525.—Kensington, Marloes Road, Stratford Road (4), W. 8. *Delete entry.*
 526.—King Henry's Walk, N. 1. *Delete entry.*
 531.—St. John's Wood, Henry Street, N.W. 8. *Delete entry.*

FOREIGN AND COLONIAL MAILS.

Parcels for Prisoners of War.

Members of the public enquiring to what Association they should apply for information concerning the despatch of parcels to a particular Prisoner of War abroad should be requested to refer to the list of Associations (Form M—No. 142), a copy of which should be kept in every Office in a position where it can conveniently and readily be consulted by the public.

Enquirers should not be referred to the Central Prisoners of War Committee unless it is clear from Form M—No. 142 that that Committee has undertaken to despatch parcels intended for the Prisoners of War concerning whom enquiry is made.

Section M., paragraph 39, of the Special Instructions issued with the Post Office Circular of the 27th of June, 1916, should be amended accordingly.

Correspondence for British Soldiers on the Italian Front.

With reference to the notice on the above subject which appeared in the Post Office Circular of the 29th of May last, Officers concerned should note that the address on all correspondence (including parcels) intended for members of the British Contingent serving on the Italian Front should in future include the following particulars only, in the order shown:—

- | | | |
|-----------------------------------|-------------|-----------------------------|
| (i) Regimental number (if known). | | |
| (ii) Rank. | (iii) Name. | (iv) Battery or other unit. |
| (v) Expeditionary Force. | | |

All such correspondence should circulate in the same way as correspondence for the British Expeditionary Force, and, to avoid wrong circulation, it is important that the word "Italy" should not appear in the address.

Customs Declarations and Despatch Notes will no longer be required.

The rates of postage are still those shown in the notice of the 29th of May referred to above.

Enquiries from members of the public should be answered in accordance with the information given above.

POST OFFICE SAVINGS BANK.

Removal of limits for deposits.

Attention is directed to the notices in the Post Office Circular of the 4th of January and the 11th of January, 1916, to the effect that Savings Bank deposits may be accepted up to any amount and that interest is allowed on the full sum to the depositor's credit.

Letters from depositors indicate that some offices are still unaware that the old restrictions as to annual and total limits have been removed.

OLD AGE PENSIONS—ADDITIONAL ALLOWANCES.

On and from Friday next, the 10th instant, the additional allowance of 2s. 6d. a week to Old Age Pensioners will be extended to certain pensioners who have not hitherto received it, including pensioners in receipt of a pension of less than 5s. a week.

Where such additional allowance is granted a label showing the amount of the allowance will be affixed to each order in the Pensioner's book over the space for his signature, and a single signature written across the label will serve as a receipt both for the pension and the additional allowance.

The amount paid in respect of special allowances (total amount only) must be entered as a separate item at the foot of the Old Age Pension docket thus:—"Special Allowances £.....s.....d.....," and this amount should be included in the grand total of the docket in the same manner as the value of postage stamps is claimed on the Postal Order Docket.

Parcels for Prisoners of War in Turkey and Bulgaria.

Considerable inconvenience is being caused by failure on the part of Counter Officers to observe the regulation contained in the second sentence of paragraph 16 of Section M of the Instructions as regards the special Postal arrangements, &c., affecting sailors and soldiers on active service and Prisoners of War; and all officers concerned are accordingly reminded that parcels must not be accepted for transmission to officer prisoners of war in Turkey or Bulgaria unless accompanied by Despatch Notes.

MAILS LOST AT SEA.

Mail for Iceland.

A Mail for Iceland containing correspondence (including parcels) which reached Edinburgh between the evening of the 30th of August and the evening of the 8th of September has been lost at sea through enemy action.

Registration or insurance with the Post Office does not cover losses due to acts of war; and no claims arising out of the loss of this Mail can accordingly be entertained.

Enquiries which cannot be answered with the information given should be referred to the Office of Exchange through which the correspondence would have circulated.

Parcels for Jamaica.

A Mail, containing parcels for Jamaica which reached London or were posted there on the 19th and the 20th of June last, has been lost at sea through enemy action.

Enquiries should be dealt with as directed in previous notices of lost Mails.

MONEY ORDERS.

Money Orders issued for payment of the Effects of deceased or insane Soldiers.

Attention is called to the notice which appeared under the above heading in the Post Office Circular dated the 23rd of January, 1917. Paying Officers should be again reminded that the amounts of these Orders should only be paid to signatures agreeing with the names furnished in the relative Advices. It is found that the orders are still being irregularly paid either to the signatures of parents (or other near relatives of the deceased soldiers) or to the wives of the Payees without regard to the names of the Payees entered on the Advices.

If the receipting signature on an Order differs from the name given in the relative Advice, payment must not be made. The person presenting the Order should be referred to the Command Paymaster, Eastern Command, South Kensington, London, S.W. 7.

FOREIGN AND COLONIAL MONEY ORDER SERVICE.

Money Orders and Postal Orders for India and Aden—Alteration in Rate of Conversion.

The amounts of Money Orders issued in the United Kingdom on and from to-day for payment in India (including Burma) and Aden, will be converted into Indian currency at the rate £1 = 14 Rupees 2 annas instead of £1 = 15 Rupees as heretofore.

The rate "£1 = 15 r.," which appears in column 5 of the Statement at pages 716—723 of the Post Office Guide against the entries concerning Aden, Andaman Islands, Beluchistan, Burma, India, Indian P.O. Agencies, Pondicherry, and Portuguese India, should be struck out.

Alterations in Rates of Conversion.

The rates shown below should be substituted for those shown in the special statement issued with the Post Office Circular of the 31st of July:—

Country.	Rate for Orders payable abroad.	Rate for Orders payable in the United Kingdom.
India, Ceylon, Aden and other Rupee countries	14 rupees 2 annas	—
Japan	9 yen 39 sen.
Norway	15 kroner	—
Sweden and Finland...	14 kronor 40 öre.
Switzerland	22 francs	24 francs.

21 AUGUST, 1917.

Limerick Sorting Carriage—Alterations in Circulation of Parcels.

The circulation to the Limerick Sorting Carriage of Parcels for the undermentioned Sub-Offices should cease after the Night Mails of the 25th of August, 1917, the new circulation from the 26th idem to be as for Limerick by all mails. The letter circulation remains unchanged.

Adare, Co. Limerick.
Ardagh, Co. Limerick.
Ballingarry, Co. Limerick.
Newcastle West, Co. Limerick.
Patrickswell, Co. Limerick.
Rathkeale, Co. Limerick.

Temporary Branch Offices at Camps.

Coolmoney Camp (Athy). The temporary Branch Office at this Camp has been closed.

Delivery of Registered Letters to Post Orderlies.

In order to make the regimental check on the disposal of registered postal packets more effective, it is necessary that when there are no registered items for a unit the post orderly's book should afford evidence of the fact. On such occasions the entry "No registered articles" should be made in the post orderly's book, together with the authorized time of the delivery, and the entry should be certified by the date stamp of the office of delivery and the initials of the responsible postal officer.

The Army Council have issued instructions that post orderlies are to produce their books when required for this purpose. It is not intended that any check should be instituted on the accuracy of the post orderly's record in any other respect.

The system will of course only apply where letters and parcels are delivered to post orderlies calling at the Post Office.

FOREIGN AND COLONIAL MAILS.

MAILS LOST AT SEA.

Letter Mails for Dahomey and the Ivory Coast, and Letter and Parcel Mails for the Cameroons, Gold Coast, Liberia, Nigeria, Togoland and Sierra Leone, containing letters, &c., which reached the port of departure from the 1st to the 11th instant inclusive, and parcels which reached the same port from the 31st of July to the 10th instant inclusive, have been lost through enemy action.

Mails for the United Kingdom from the Gold Coast Colony, Nigeria and Sierra Leone which left Lagos on the 11th of July, Accra on the 13th of July, Secondee on the 14th of July and Sierra Leone on the 18th of July have also been lost.

Enquiries should be dealt with as directed in previous notices of lost mails.

Russia.

The importation of postage stamps (obliterated or not) into Russia is prohibited. The necessary note should be made at pages 641 and 699 of working copies of the Post Office Guide.

FOREIGN AND COLONIAL MONEY ORDER SERVICE.

Alterations in Rates of Conversion.

The rates shown below should be substituted for those shown in the special statement issued with the Post Office Circular of the 31st of July:—

Country.	Rate for Orders payable abroad.	Rate for Orders payable in the United Kingdom.
Denmark, Farøe Islands and Iceland ...	15 kroner 50 öre.	
France and Algeria, French Colonies ...	27 francs 30 centimes	27 francs 70 centimes.
Switzerland ...	20 francs 80 centimes	22 francs 75 centimes.
Tunis ...	27 francs 20 centimes.	

Loss of Pass Cards.

The Pass Cards, particulars of which follow, are missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting one of these cards or using it as a credential.

NAME.	NUMBER.
J. B. Bird	E. 2809
S. Johnson.....	E. 10787

NAME.	NUMBER.
C. Finlay.....	E. 8843

WAR SAVINGS CERTIFICATES.

Repayments.

It is the duty of a Counter Officer when making a repayment

- (1) To obtain the payee's receipting signature and to date-stamp the warrant (or authority to pay) in the spaces provided for the purpose, and
- (2) To enter the amounts paid on the proper Docket (Postmasters No. 603).

Much trouble is caused in the Money Order Department by failure to observe these directions and Postmasters are requested to see that the Officers concerned duly perform the duty.

SUGAR DISTRIBUTION SCHEME.

Delivery by Post of Registration Cards.

Large numbers of Sugar Registration Cards will be posted by Local Food Authorities during the next three weeks. They will be enclosed in "Official Paid" envelopes. The Local Food Authority will communicate with the Head Postmaster with a view to arrange for the acceptance of the packets in bulk at convenient Post Offices and will co-operate as far as possible by sorting them according to streets and tying up those for different districts in separate bundles. Arrangements should be made where possible for the packets to be handed in at the Post Office from which they are to be delivered.

As a rule immediate delivery will not be essential, and it should be possible to arrange for delivery without recourse to overtime. All the cards must, however, be delivered by the 26th October.

Date-stamping may be dispensed with at the discretion of the Head Postmaster.

Disposal of Surplus Application Forms.

Application forms need not be kept in stock at Post Offices after the end of this week. Surplus supplies should then be sent to the nearest local Food Office, and each Head Postmaster should send to the Controller, Post Office Stores Department, Studd Street, N. 1, an estimate of the number so disposed of at offices in his district (unless the number is quite small).

Form M. No. 299—Application by Old Age Pensioner for additional allowance.

This Form is now obsolete and Postmasters should treat as waste any copies remaining in hand.

Waterproof Hats for Postwomen and Girl Messengers.

Waterproof hats for use in wet weather will shortly be issued to all Postwomen and Girl Messengers in receipt of uniform, excepting those who have recently received a hat-cover. The waterproof and straw hats together should last for 12 months.

The issue of hat-covers will be discontinued when the existing stock is exhausted.

Post Office Guide.—Alterations and Additions.

- Page 160.—Ashley Green, Berkhamsted. *Delete M. Insert SB.*
 „ 299.—Hatton, Burton-on-Trent. *Delete entry.*
 „ 421.—Under Ripon, *insert* Bondgate | M. | .
 „ 421.—Under Risca, Newport, Mon., *re-insert* Newport Road | M. | .
 „ 426.—Under Rugby, *re-insert* High Street | M. | .
 „ 524.—Hampstead, Finchley Road (513), opposite Heath Drive, N.W. 3. *Delete entry.*
 „ 528.—North Kensington, North Pole Road (6), W. 10. *Delete entry.*

Rules for Sub-Postmasters.

Rules for Postmen (except in London) employed on Town Duties.

Correction Slips (No. 38) to the Rules for Sub-Postmasters and (No. 10) to the Rules for Postmen (except in London) employed on Town Duties are issued with this Circular. Copies of the books should be amended accordingly, the officers responsible making the necessary entries in and initialling the tables at the beginning of the books.

Sub-Office—Change of Address.

The address of the undermentioned Sub-Office has been changed:—

FROM	TO	Character of Office.
Lisbellaw, Co. Fermanagh.....	Lisbellaw, Enniskillen.....	T Ex. M.T.

The circulation should be as for Enniskillen by all Mails.

FOREIGN AND COLONIAL MAILS.**MAILS LOST AT SEA.****Mails for Iceland.**

A Mail containing correspondence (except parcels) for Isaffjord, Reykjavik and Westmann Islands which reached Edinburgh between 7 p.m. on the 2nd instant and 5.30 p.m. on the 10th instant has been lost at sea through enemy action.

Registration or insurance with the Post Office does not cover losses due to acts of war; and no claims arising out of the loss of this Mail can accordingly be entertained.

Enquiries which cannot be answered with the information given should be referred to the Office of Exchange through which the correspondence would have been circulated.

Exportation by Parcel Post of prohibited goods under Privy Council licence.

On the 1st of next month, there will be two alterations of practice in the treatment at Post Offices of Privy Council licences for the despatch of prohibited goods by Parcel Post.

Both the original licences sent to the posters and the copies sent to Post Offices will show the period for which they are valid.

General licences, i.e., those authorizing the despatch of goods without specifying one particular consignment, will have a schedule in which the holder must insert at each time of posting particulars of the goods posted under its authority. The particulars so entered must be checked by the accepting officer against the details of the contents of the parcels as declared on the Customs Declarations, and the entries must be initialled and date-stamped by the accepting officer. No other record need be kept at the Post Office of parcels posted under the authority of a general licence, except of course the usual posting record of insured parcels and those of which records of posting are maintained under Post Office regulations.

The instructions sent out by the Secretary with duplicate Privy Council licences will be in this sense; but the attention of officers accepting parcels should be drawn to this notice.

Parcel Post to Mesopotamia and Mohammerah.—Limitation of weight to 5 lb.

As a temporary measure, the maximum weight of parcels for the civilian population of Mesopotamia and for Mohammerah has been limited to 5 lb.

Parcels for the Mesopotamian Expeditionary Force may still be accepted up to the ordinary limit of 11 lb.

The following amendments should be made in working copies of the July Supplement to the Post Office Guide.

July Supplement. Page 57. Entry "India."

Add to the end of the new paragraph for Col. 8 the following:—"Parcels for the Agencies in Mesopotamia and Mohammerah must not exceed 5 lb. in weight."

Page 59. Entry "(Pages 694 and 695). Persia (continued), &c." *Add the following:—"Col. 8.*

OBSERVATIONS. Add to the entry the following: "Parcels for Mohammerah must not exceed 5 lb. in weight."

MONEY ORDERS.**Advices of Forfeited Money Orders.**

As Money Orders issued in August, 1916, and remaining unpaid, will become void on the 1st of September, 1917, Postmasters should forward to their Metropolitan Offices on that date the Advices of such Orders in the yellow envelope provided for that purpose.

Annual Returns of Correspondence, 1917-8.

The usual October returns of Posted, Forward, Delivered and Undelivered Correspondence will be entirely suspended this year, both in London and in the Provinces.

Rules for Head Post Offices (Part I.).

A Correction Slip (No. 39) to the Rules for Head Post Offices (Part I.) is issued with this Circular. Copies of the book should be amended accordingly, the officer responsible making the necessary entries in and initialling the table at the beginning of the book.

Isleworth—Alteration of Status.

On and from the 1st of October the Isleworth Head Office will be converted to a Branch Office and will be placed, together with its four Town Sub-Offices, under the control of the Postmaster of Twickenham. The postal addresses will be altered as shewn below:—

FROM	TO
Isleworth.....	Isleworth, Middlesex.
Old Isleworth, Isleworth.....	Old Isleworth, Isleworth, Middlesex.
Osterley, „.....	Osterley, „ „
Spring Grove, „.....	Spring Grove, „ „
Twickenham Road, „.....	Twickenham Road, „ „

There will be no change in circulation.

Newspapers, Clubs, &c.

The following alterations should be made in the List:—

- Erase* African Mail (Liverpool).
 „ (Birmingham) Sport and Play and Wheel Life.
 „ (Birmingham) Sunday Despatch and Mercury.
 „ Confectioners' Gazette and Market Reports (150, Holborn, E.C.).
 „ Conway Standard.
 „ (Conway) Deganwy Standard.
 „ (Conway) Llandudno Junction Standard.
 „ (Conway) Penmaenmawr Standard.
 „ Deganwy Standard (Conway).
 „ (Liverpool) African Mail.
 „ Llandudno Junction Standard (Conway).
Alter Newbury Chronicle (Reading) to Newbury Chronicle, &c. (Reading).
Erase (Oxford) Varsity.
 „ Penmaenmawr Standard (Conway).
Alter (Reading) Newbury Chronicle to (Reading) Newbury Chronicle, &c.
 „ Reading Standard and Caversham Weekly News to Reading Standard, &c.
Erase Red Triangle (47, Paternoster Row, E.C.).
 „ Sport and Play and Wheel Life (Birmingham).
 „ Sunday Despatch and Mercury (Birmingham).
 „ Varsity (Oxford).
 „ Worthing Observer.

TELEGRAPHS.

NOTE.—(*) To be entered in the Telegraph Circulation Book.
 (†) „ „ Index of Codes.

Alterations in the Telegraph Circulation Book and the Index of Codes as regards Offices already open.

*Page 69.
 †(Code SEG). } Searcroft. Office closed. Delete entry.

Parcels for Prisoners of War in Turkey in Asia.

According to information furnished by the Swiss Post Office the transmission of parcels addressed to Prisoners of War in Turkey in Asia, except those interned at Magnesia, is suspended; and until further notice such parcels must not be accepted at Post Offices. The parcels on hand will be returned to the senders. Letters and Money Orders for Prisoners of War in Turkey in Asia are still being forwarded.

Parcel Post to Mesopotamia and Mohammerah.

The Parcel Post to the Civil Post Offices in Mesopotamia and to Mohammerah is suspended; and parcels for those places should be refused.

Parcels for the Mesopotamian Expeditionary Force should continue to be accepted.

The notice in last week's Circular should be regarded as cancelled; and working copies of the April Edition of the Post Office Guide should be suitably amended at pages 678-9, 692, 694-5, and the July Supplement at pages 57 and 59.

FOREIGN AND COLONIAL MONEY ORDER SERVICE.

Alterations in Rates of Conversion.

The rates shown below should be substituted for those shown in the special statement issued with the Post Office Circular of the 31st of July:—

Country.	Rate for Orders payable abroad.	Rate for Orders payable in the United Kingdom.
Denmark, Farøe Islands and Iceland	...	16 kroner.
Norway	...	16 kroner.
Russia	22 roubles.	
Sweden and Finland	...	14 kronor 50 öre.
Switzerland	21 francs 20 centimes.	

Loss of Armlet.

A blue and white armlet bearing the mark "G.P.O. No. 368" has been lost. If it be found by a member of the public and presented at any Post Office it should be accepted and sent, with the name and address of the finder, to the Post Office Superintending Engineer, North Midland District, Nottingham.

Loss of Pass Cards.

The Pass Cards, particulars of which follow, are missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting one of these cards or using it as a credential.

NAME.	NUMBER.	NAME.	NUMBER.
R. Worthington	E. 4398	J. C. Bird	E. 2809
H. W. Hill	E. 8902		

Pass Card E. 2809 was held by J. C. Bird, not J. B. Bird as announced in the Post Office Circular of the 21st of August.

Loch Doon Camp, Ayrshire.

Savings Bank and Money Order business is now transacted at this Branch Office.

Express Delivery Rules.

A Correction Slip (No. 14) to the Express Delivery Rules is issued with this Circular. Copies of the book should be amended accordingly, the officer responsible making the necessary entries in and initialling the table at the beginning of the book.

FOREIGN AND COLONIAL MAILS.**Circulation of letters for Indian Troops attached to the British Expeditionary Force.**

Attention is directed to the notice in the Post Office Circular of the 11th ultimo respecting the circulation of letters, &c., for Indian Units operating with the British Expeditionary Force in France and Flanders. A large amount of this correspondence is still being circulated as for the Army Letter Office, No. 2, instead of as for the Army Letter Office, No. 1.

Parcel Post to the Dominican Republic and to Hayti.

Parcels for the Dominican Republic and for Hayti will in future be forwarded viâ France instead of viâ New York and St. Thomas; and different rates of postage, limits of size, &c., will be applicable.

The relative entries on pages 668-669 and 676-677 of the April edition of the Post Office Guide should be amended to read as follows:—

1	2	3	4	5	6	7	8
Dominican Republic. (Santo Domingo, &c.....[as at present]).	Via France ...	Irregular ...	3lb. 2 6 7lb. 2 10 11lb. 3 2	No service	2	4	C 4 (as at present).
Hayti.	do. ...	do. ...	2 2 2 6 2 10	do.	2	4	C 3 (as at present).

Parcel Post to the Virgin Islands of the United States.

Parcels for the Virgin Islands of the United States will in future be subject to the conditions applicable to parcels sent to the United States of America by the Official Parcel Post (see pages 712-713 of the April edition of the Post Office Guide). Parcels for the Islands can no longer be accepted for insurance.

The new entry on pages 714 and 715 of the April edition of the Guide (see page 75 of the October Supplement) should be amended to read:—

“Virgin Islands of the United States—(Same as United States of America—Official Service).”

FOREIGN AND COLONIAL MONEY ORDER SERVICE.**Alterations in Rates of Conversion.**

The rates shown below should be substituted for those shown in the special statement issued with the Post Office Circular of the 31st of July:—

Country.	Rate for Orders payable abroad.	Rate for Orders payable in the United Kingdom.
Denmark, Farøe Islands and Iceland	14 kroner 80 öre	15 kroner 70 öre.
Netherlands and Dutch Colonies	10 florins 50 cents	14 kroner 20 öre.
Sweden and Finland	12 kronor 40 öre	22 francs 75 centimes.
Switzerland		

MAILS LOST AT SEA.**Mails for the Salonika Force, &c.**

Letters, newspapers, &c., but not parcels, for the Salonika Force, which reached the Army Post Office, London, for despatch between 2.30 a.m. on the 31st of July and 2.30 a.m. on the 4th of August have been lost at sea through enemy action, also letters, &c., for the Civilian population of Salonika and district and many of the Greek Islands which reached the General Post Office, London, for despatch from the 30th of July to the 2nd of August inclusive.

Enquiries should be dealt with as directed in the similar notice in the Post Office Circular of the 31st of July last.

Mails from Belgian Congo and Sierra Leone.

Mails for the United Kingdom from the Belgian Congo and Sierra Leone which left Boma on the 10th of August and Freetown on the 20th of August, and possibly Mails from French Guinea and Senegal which left Conakry on the 21st of August and Dakar on the 23rd of August, have been lost through enemy action.

No compensation is payable; and application in respect of any particular packet likely to have been included in the lost Mails should be made to the office of origin; but duplicates of any lost Postal Orders or Money Orders will be issued by the Money Order Department on application by the payees.

FOREIGN AND COLONIAL MONEY ORDER SERVICE.**Alterations in Rates of Conversion.**

The rates shown below should be substituted for those shown in the special statement issued with the Post Office Circular of the 31st of July:—

COUNTRY.	RATE FOR ORDERS PAYABLE ABROAD.
Denmark, Farøe Islands and Iceland	15 kroner 20 öre.
Switzerland	21 francs 60 centimes.

Loss of Pass Cards.

The Pass Cards, particulars of which follow, are missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting one of these cards or using it as a credential.

NAME.	NUMBER.	NAME.	NUMBER.
C. V. Baldwin	E. 11416	K. MacLeod	E. 405
T. J. Elliott	E. 11404		

Sub-Offices—Change of Address.

The address of the undermentioned Sub-Offices has been changed:—

FROM	TO	Character of Office.
Aldbourne, Wilts.	Aldbourne, Swindon	T L. Ex.
Baydon, "	Baydon, "	

The circulation should be as for Swindon by all Mails.
The office of control (Hungerford) remains unchanged.

FOREIGN AND COLONIAL MAILS.

Parcel Post to the Canary Islands.

Four forms of Customs Declaration are required in respect of parcels for the Canary Islands. The necessary correction should be made in column 7 of the relative entry on page 661 of working copies of the Post Office Guide.

Loss of Mails.

The Mails mentioned below have been lost at sea through enemy action.

(1) Letter Mails for the Salonika Force, and Hospitals at Malta containing letters, etc., but not parcels, which reached the Army Post Office, London, for despatch between 2.20 p.m. on the 5th and 2.20 p.m. on the 6th instant.

(2) Letter Mails containing letters, &c., but not parcels, for the civilian population of Salonika and district and many of the Greek Islands which reached the General Post Office, London, for despatch on the 4th instant.

(3) Parcel Mails containing parcels for the Hospitals at Malta which reached the Army Post Office, London, for despatch between noon on the 5th and noon on the 6th instant.

Enquiries regarding (1) and (3) should be referred to the Home Depot, enquiries regarding (2) to the London Postal Service.

MONEY ORDERS.

Rules for Money Order business.

A Correction Slip (No. 8) to the Rules for Money Order business is issued with this Circular. Copies of the book should be amended accordingly, the officer responsible making the necessary entries in and initialling the table at the beginning of the book.

FOREIGN AND COLONIAL MONEY ORDER SERVICE.

Alterations in Rates of Conversion.

The rates shown below should be substituted for those shown in the special statement issued with the Post Office Circular of the 31st of July:—

Country.	Rate for Orders payable abroad.	Rate for Orders payable in the United Kingdom.
Denmark, Farøe Islands and Iceland	15 kroner 50 öre.
Netherlands and Dutch Colonies	10 florins 70 cents	11 florins 40 cents.
Norway	14 kroner 80 öre
Sweden and Finland...	13 kronor 50 öre.
<i>Strike out the entry "India, Ceylon, Aden, and other Rupee Countries14 rupees 2 annas15 rupees." Insert the following:—</i>		
Ceylon	14 rupees 50 cents	15 rupees.
India and Aden	14 rupees 2 annas	14 rupees 2 annas.

Loss of Pass Cards.

The Pass Cards, particulars of which follow, are missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting one of these cards or using it as a credential.

NAME.	NUMBER.	NAME.	NUMBER.
F. W. Harris.....	E. 8876	P. E. Gadd	E. 10968
W. G. Harding.....	E. 3796	C. Aylesbury.....	E. 4148

Suspension of the Hull-Leeds and Leeds-Hull Railway Sorting Carriage—continued.

FROM	TO
Carlton, Yorks.....	Carlton, Goole.
East Cowick, Snaith, Yorks.	East Cowick, Goole.
Eastoft, Swinefleet, Yorks.	Eastoft, Goole.
Everthorpe, Yorks.	Everthorpe, Brough, Yorks.
Flamborough, Bridlington	Flamborough, Yorks.
Garthorpe, Lines.....	Garthorpe, Goole.
Gilberdyke, Yorks.	Gilberdyke, Brough, Yorks.
Hensall, Whitley Bridge, Yorks.	Hensall, Goole.
Hotham, Yorks.	Hotham, Brough, Yorks.
Luddington, Garthorpe, Lines.	Luddington, Goole.
Middleton-on-the-Wolds, Driffield	Middleton-on-the-Wolds, Yorks.
Newport, Yorks.	Newport, Brough, Yorks.
North Cave, Yorks.....	North Cave, Brough, Yorks.
North Dalton, Driffield	North Dalton, Middleton-on-the-Wolds, Yorks.
North Newbald, Yorks.	North Newbald, Brough, Yorks.
Ousefleet, Reedness, Yorks.....	Ousefleet, Goole.
Pollington, Snaith, Yorks.	Pollington, Goole.
Rawcliffe, Yorks.	Rawcliffe, Goole.
Rawcliffe Bridge, Rawcliffe, Yorks.	Rawcliffe Bridge, Goole.
Reedness, Yorks.	Reedness, Goole.
Sancton, Yorks.	Sancton, Brough, Yorks.
Snaith, Yorks.	Snaith, Goole.
South Cave, Yorks.....	South Cave, Brough, Yorks.
Swinefleet, Yorks.	Swinefleet, Goole.
Syke House, Snaith, Yorks.	Syke House, Goole.
Whitgift, Reedness, Yorks.	Whitgift, Goole.
Whitley, Whitley Bridge, Yorks.	Whitley, Goole.
Whitley Bridge, Yorks.	Whitley Bridge, Goole.

The vouching changes involved will be notified to the Surveyors concerned, and any Postmaster who may require further information should apply to his Surveyor.

Newspapers, Clubs, &c.

The following alterations should be made in the List:—

- Alter* (Chelmsford) Southend-on-Sea Observer and South-East Essex Gazette to (Chelmsford) Southend Observer.
- Erase* Elmsall, Moorthorpe and Kirby Express (Wakefield).
- „ (Exeter) Trewman's Exeter Flying Post.
- „ (Freshwater, Freshwater Station, I.W.) Officers' Mess, Royal Artillery.
- „ Gardeners' Magazine (148 Aldersgate Street, E.C.).
- „ Harringay Press, &c. (449 Holloway Road, N.).
- „ Hemsworth and Brierley Express (Wakefield).
- „ Hornsey Press, &c. (449 Holloway Road, N.).
- Alter* Hyde Conservative Club to Hyde Central Conservative Association and Club..
- Erase* Muswell Hill Press, &c. (449 Holloway Road, N.).
- „ (Ormskirk) West Lancashire Coast Chronicle—Formby Edition of Ormskirk Advertiser.
- „ (Parkhurst, Newport, I.W.) Officers' Reading Room.
- „ Sittingbourne Club.
- Enter* South Elmsall and Hemsworth Express (Wakefield).
- Alter* Southend-on-Sea Observer and South-East Essex Gazette (Chelmsford) to Southend Observer (Chelmsford).
- Erase* Trewman's Exeter Flying Post (Exeter).
- „ Tunbridge Wells Gazette, &c.
- „ (Wakefield) Elmsall, Moorthorpe and Kirby Express.
- „ (Wakefield) Hemsworth and Brierley Express.
- Enter* (Wakefield) South Elmsall and Hemsworth Express.
- Erase* West Lancashire Coast Chronicle—Formby Edition of Ormskirk Advertiser (Ormskirk).
- Enter* Young Soldier (Salvation Army Publishing and Trade Department, Judd Street, W.C. 1).

Parcels for Officer Prisoners of War in Enemy Countries—(continued).

- (5) Printed papers may, for the present, be sent by Printed Papers Post to British subjects interned in **neutral** countries. (Section M, Paragraphs 3 and 28.)
- (6) For the present parcels containing foodstuffs, medical comforts and drugs, or wine for officer prisoners of war of Allied Nationalities are not subject to the new regulations.
- (7) Paragraph 42.—Parcels weighing more than 11 lb. or exceeding $3\frac{1}{2}$ feet in length or 6 feet in length and girth combined should be addressed to the Central Prisoners of War Committee at 44, Rathbone Place, W. 1, and **not** at 4, Thurloe Place, London, S.W. 7. The amendment slip, and, as far as possible, copies of leaflet Postmasters No. 559 (paragraph 34) should be corrected accordingly.

MAILS LOST AT SEA.

Parcel Mails for Chile, Colombia (Pacific side), Costa Rica, Ecuador, Nicaragua, Panama, Peru and Salvador, containing parcels posted between the 5th and 26th of September, have been lost at sea as a result of enemy action.

Applications should be dealt with as directed in previous notices.

FOREIGN AND COLONIAL MONEY ORDER SERVICE.

Alterations in Rates of Conversion.

The rates shown below should be substituted for those shown in the special statement issued with the Post Office Circular of the 31st of July:—

Country.	Rate for Orders payable abroad.	Rate for Orders payable in the United Kingdom.
Denmark, Farøe Islands and Iceland ...	13 kroner 60 öre ...	15 kroner 30 öre.
France and Algeria, French Colonies ...	27 francs 20 centimes ...	27 francs 60 centimes.
Netherlands and Dutch Colonies ...	10 florins 30 cents ...	_____
Norway ...	13 kroner 60 öre ...	_____
Russia ...	30 roubles ...	_____
Sweden and Finland ...	11 kronör 20 öre ...	_____
Switzerland ...	20 francs 60 centimes ...	_____
Tunis	27 francs 60 centimes.

MONEY ORDERS.

Advices of Forfeited Money Orders.

As Money Orders issued in October, 1916, and remaining unpaid, will become void on the 1st of November, 1917, Postmasters should forward to their Metropolitan Offices on that date the Advices of such Orders in the yellow envelope provided for that purpose.

The Advices of Government Money Orders (excepting Bankruptcy Orders* Printed on Blue Paper)

issued in September, 1917, and not paid on or before the 31st of October, 1917, must be sent to the Metropolitan Offices of the countries upon which the Orders are drawn. All persons presenting Orders relating to such Advices after the latter date should be referred to the respective Government Departments by which the Orders were issued.

* The Advices of unpaid Bankruptcy Orders printed on blue paper must be retained until the expiration of twelve clear months after the month of issue

Loss of Pass Card.

The Pass Card, particulars of which follow, is missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting this card or using it as a credential.

NAME.

J. Sims

NUMBER.

E. 10874.

Sub-Offices—Change of Address.

The addresses of the undermentioned Sub-Offices have been changed:—

FROM	TO	Character of Office.
Culmore, Foxford, Co. Mayo.....	Culmore, Swinford, Co. Mayo.....	—

The circulation should be as for Swinford, Co. Mayo, by all Mails.

FROM	TO	Character of Office
Cornafog, Lisbellaw, Co. Fermanagh.....	Cornafog, Enniskillen.....	nS.
Derryharney, „	Derryharney, „	T.
Innismore, „	Innismore „	nS.

The circulation should be as for Enniskillen by all Mails.

Sub-Office—Change of Control and Address.

On the 1st proximo Baslow Sub-Office, Derbyshire, will be transferred from the control of the Postmaster of Chesterfield to that of the Postmaster of Bakewell, and the address will be changed as follows:—

FROM	TO	Character of Office.
Baslow, Derbyshire	Baslow, Bakewell	T Ex. M.T.

The Circulation for Baslow and Chatsworth House should be as for Bakewell by all Mails after the night mails of the 29th instant.

FOREIGN AND COLONIAL MAILS.

Parcel Mails for the British Expeditionary Force.

A new series of 13 bag labels has been printed for use on parcel bags despatched to the Army Parcel Office, London. These labels, on which are indicated the various divisions of the B.E.F. Section of the Army Parcel Office, are intended to be used on all despatches to that Office in place of the present B.E.F. label P.P. No. 54, of which no further supplies will be printed. Existing stocks of label P.P. No. 54 should be used up, except for despatches made to the Army Parcel Office during November and December next when it is important that only the new labels should be used.

A list of the labels is given below. Postmasters should requisition from the Controller of Stores appropriate stocks of any or all of the labels according to the selections of B.E.F. parcels made up in their offices.

No. of label.	Division.	Indication on label.
P.P. No. 58	Artillery Division	Art.
„ 59	„ „ (R.F.A. bags)	R.F.A.
„ 60	„ „ (R.G.A. bags)	R.G.A.
„ 61	Army Service Corps Division.....	A.S.C.
„ 62	Cavalry Division.....	Cav.
„ 63	R.A.M.C. Division	R.A.M.C.
„ 64	R.E. Division	R.E.
„ 65	Infantry Division	Inf.
„ 66	„ „ (Regtl. bags).....	Inf. Regt.
„ 67	„ „ (Battn. bags)	Inf. Unit.
„ 68	Headquarters Division	H.Q.
„ 69	Labour Corps Division	Lab.
„ 70	Miscellaneous, B.E.F.....	Misc.

Label P.P. No. 53 (Expeditionary Force, Miscellaneous) should continue to be used at offices where the number of parcels is not sufficient to warrant the separation of B.E.F. parcels (i.e., those for France) from those for other Expeditionary Forces, and label P.P. No. 55 (Egyptian, &c., Expeditionary Forces) should continue to be used by all offices for bags of parcels for Forces other than the B.E.F.

Loss of Parcel Mails from Egypt, India and the Far East—(continued).

No corresponding Letter Mails were lost. Any enquiries for missing parcels which were probably included in the lost mails should be answered by a statement that the parcels were probably lost at sea through enemy action and that no compensation is paid by the Post Office for loss arising in such circumstances. If more definite information is required application should be made by the sender at the office of posting.

FOREIGN AND COLONIAL MONEY ORDER SERVICE.

Alterations in Rates of Conversion.

The rates shown below should be substituted for those shown in the special statement issued with the Post Office Circular of the 31st of July:—

Country.	Rate for Orders payable abroad.	Rate for Orders payable in the United Kingdom.
Argentine Republic	4 pesos 50 centavos	_____
Denmark, Farøe Islands and Iceland	12 kroner 80 öre	_____
Japan	9 yen 10 sen	_____
Netherlands and Dutch Colonies	10 florins 30 cents	_____
Norway	12 kroner 80 öre	_____
Sweden and Finland	10 kronor	_____
Switzerland	21 francs	_____
Strike out the entries under "Ceylon" and "India and Aden" respectively. Insert the following:—		
Ceylon { for Money Orders	14 rupees 12 cents	15 rupees.
for Postal Orders	14 rupees	15 rupees.
India and Aden (for Money Orders and Postal Orders)	14 rupees 2 annas	14 rupees 2 annas.

Loss of Pass Card.

The Pass Card, particulars of which follow, is missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting this card or using it as a credential.

NAME.	NUMBER.
David Holdsworth	E. 7669.

Sub-Offices—Change of Address.

The addresses of the undermentioned Sub-Offices have been changed:—

FROM	TO	Character of Office.
Aghabog, Newbliss, Co. Monaghan	Aghabog, Clones	—
Latnamard, "	Latnamard, "	—
Newbliss, Co. Monaghan	Newbliss, "	M.T.

The circulation should be as for Clones by all Mails.

FROM	TO	Character of Office.
Nigg, Nigg Station, Ross-shire	Nigg, Ross-shire	M.T. nS.

Special instructions have been issued in regard to circulation.

FOREIGN AND COLONIAL MAILS.

Correspondence for the Troops in Egypt, Salonika, &c.—Latest Dates of Posting for Christmas Delivery.

Letters and parcels intended for delivery to the troops by Christmas should be posted in time to reach London as long as possible in advance of the dates given below.

	Parcels	Letters
Mesopotamian Expeditionary Force	18th October	30th October
East African Expeditionary Force		
Egyptian Expeditionary Force	12th November	27th November
Salonika Force		

Enquiries from members of the public should be answered accordingly.

Parcel Post to Brazil.

Parcels up to 11 pounds in weight may now be accepted for transmission to Brazil by way of Portugal at the undermentioned rate of postage:—

Parcels not exceeding					
3 lb.		7 lb.		11 lb.	
s.	d.	s.	d.	s.	d.
3	4	3	8	4	0

The relative entry in Column 4 on page 658 of working copies of the April edition of the Post Office Guide should be amended accordingly.

Loss of Pass Card.

The Pass Card, particulars of which follow, is missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting this card or using it as a credential.

NAME.	NUMBER.
W. T. Jenkins	E. 1174.

LICENCES FOR 1918.

To Postmasters and Sub-Postmasters in charge of Money Order Offices in England and Wales.

Applications for supplies of **Whole-Year Licences** for issue during the year 1918 should reach the Controller, Post Office Stores Department, Somerset House, London, W.C. 2, not later than the 1st December next.

The bulk of the supplies will, as in previous years, not be despatched until the end of December, and reminders or duplicate requisitions should not be forwarded unless there is reason to believe that the original applications have gone astray.

Separate requisitions should be used for Licences required for issue during the remaining period of 1917 and should be specially marked to that effect.

Much inconvenience has been caused in previous years through many Postmasters and Sub-Postmasters submitting supplementary requisitions during the early part of the year. Care should therefore be taken to estimate as closely as possible the requirements for next year and to prepare the requisitions accordingly.

Sub-Offices—Change of Address.

The address of the undermentioned Sub-Offices has been changed:—

FROM	TO	Character of Office.
Berriedale, Caithness	Berriedale, Wick	M.T. nS.
Dunbeath, „	Dunbeath, „	M.T. nS.
Latheron, „	Latheron, „	M.T. nS.

Correspondence should circulate as for Wick by all Mails.

Roehampton Camp, S.W.

The Temporary Branch Post Office at this Camp has been closed.

FOREIGN AND COLONIAL MAILS.

PARCELS AND SAMPLE PACKETS FOR NEUTRAL EUROPEAN COUNTRIES.

War Office Permits Required on and after 17th December, 1917.

1.—There is distributed with this issue of the Post Office Circular a Public Notice, to be displayed at all Post Offices on and after to-morrow, the 14th of November, announcing a new War Office Regulation under which:—

All Parcels (except those for Prisoners of War) and all Sample Packets posted on or after the 17th of December, 1917, for—

Denmark,	Norway,	Sweden,
Holland,	Spain,	Switzerland.

will be stopped by the Military Censors unless posted under War Office Permit.

2.—This regulation is a development of the system described in the Post Office Circular of 24th July, 1917 (page 297), the only new feature being that whereas formerly only those firms which had received individual notice from the War Office were required to use the War Office Permit System, on and after the 17th of December the use of a War Office Permit will be compulsory for all senders of parcels and sample packets for the countries named. However, for convenience of reference, the notice of 24th July is superseded and embodied in the present notice, of which a separate print will be distributed with the Circular of 11th December.

3.—The only action required of postal officers in consequence of the new regulation is as follows:—

- (a) Persons making oral enquiry as to the new regulation should be referred to the Public Notice; if they desire any further information on the subject they should be advised to write to the Chief Postal Censor at the address given on the notice.
- (b) Written enquiries as to the new regulation should be submitted to the Secretary.



FRIDAY, 5 OCTOBER, 1917.

No. 2372.

**PARCEL POST TO THE NETHERLANDS, NORWAY,
SWEDEN AND DENMARK.**

In accordance with a Royal Proclamation which will come into force on the 8th instant, parcels addressed to the Netherlands, Norway, Sweden or Denmark must not be accepted on or after that date unless they are accompanied by a Privy Council licence issued on the 21st of September, 1917, or some later date.

The instructions contained in the Post Office Circular of the 19th and 22nd of August, 1916, as regards the acceptance of parcels for Sweden are superseded by the instructions given above.

These instructions do not, however, relate to parcels addressed to prisoners of war.

Postmasters of Offices at which duplicates of Privy Council licences authorizing the despatch of parcels to the four countries in question are on hand should take stock of the duplicates which they hold; and any bearing dates earlier than the 21st of September, 1917, should be forwarded at once, together with the relative special red labels, to the Foreign and Colonial Branch, Secretary's Office, General Post Office.

Christmas Mails for British Expeditionary Force.

The following have been fixed as the latest dates for posting mails for the British Expeditionary Force intended for delivery by Christmas Day :—

Letters..... 16 December.
Parcels..... 14 December.

The public should be advised to post their parcels as long as possible before 14 December. **No parcels for the British Expeditionary Force must be accepted at any Post Office after 14 December until 26 December ;** (27 December at Offices closed on the 26th).

A supply of large and small bills is distributed with this issue of the Circular.

The small bills must be pasted up conspicuously on all letter boxes in Town areas and on the letter box of every Country Sub-Office.

The larger bills are for display in Post Offices. They should not only be affixed to the ordinary Notice boards in a prominent position but exhibited conspicuously at all counters at which Separation Allowances are paid. Any additional supplies of the bills which may be required may be obtained from the Controller, Stores Department, Studd Street, London, N. 1.

Parcel Post to France.

The French Post Office represents that much delay results in the delivery of parcels addressed to France containing goods for the importation of which a Licence has not been issued by the French Customs Office in London.

Firms known to send parcels by post to France in large numbers should be warned of the regulations published in the Board of Trade Journal of the 6th of September, 1917, and the 8th of November, 1917, and advised to mark the parcels or the relative Customs Declarations to the effect that a licence has been obtained.

If the Licences issued by the French Customs Office are handed in with the parcels they should be securely attached to the despatch papers and forwarded with the parcels.

The last two sentences of the paragraph headed "Prohibitions" in column 8 on page 673 of the current Post Office Guide should be altered as follows :—

"The importation into France of substantially all goods of British origin is subject to the production of a licence to be issued by the French Customs Office, Bank Buildings, Kingsway, London, W.C. 2. (See the Board of Trade Journal of the 6th of September, 1917, and the 8th of November, 1917.)"

Parcel Post to Italy and Greece.

Until further notice, parcels must not be accepted for transmission by post to Italy and Greece.

Mails lost at Sea.

The undermentioned Mails for the West Coast of Africa have been lost at sea by enemy action.

Destination	Dates on which the lost correspondence reached the port of departure	
	Letters	Parcels
Sierra Leone.. .. .	After mid-day on the 17th and up to the morning of the 20th of October. Ditto. Ditto.	17th—18th October.
Liberia		11th September—18th October inclusive.
Dahomey, Gold Coast, Nigeria, Togoland (specially superscribed correspondence only)		

Enquiries should be dealt with as directed in previous notices of lost Mails.

Circuits of the Judges.

The following Judges will remain in Town:—The Lord Chief Justice of England, Darling, J., Avory, J., Rowlatt, J., and Bailhache, J., during the whole of the Circuits; the other Judges till their respective Commission Days.

AUTUMN ASSIZES, 1917.	N. EASTERN.	S. EASTERN.	N. AND S. WALES.	WESTERN.	OXFORD.	MIDLAND.	NORTHERN.
COMMISSION DAYS.	Ridley, J. (1) Horridge, J. (2)	Bray, J.	A. T. Lawrence, J. (1) Lush, J. (2)	Lord Coleridge, J. (1) Lush, J. (2)	Atkin, J.	McCardie, J.	Shearman, J. (1) Sankey, J. (2)
Saturday Oct. 13			Carnarvon	Devizes			
Monday " 15		Cambridge			Reading	Aylesbury	
Wednesday " 17		Norwich	Ruthin				
Thursday " 18					Oxford	Bedford	
Friday " 19				Dorchester			
Saturday " 20			Chester			Northampton	
Tuesday " 23				Wells	Worcester		
Wednesday " 24		Bury St. Ed.				Leicester	Dates
Friday " 26		Civil Oct. 26					not
Saturday " 27			Carmarthen	Bodmin	Gloucester	Lincoln	yet
Monday " 29							fixed
Tuesday " 30		Chelmsford					
Thursday Nov. 1			Brecon	Exeter	Monmouth	Nottingham	
Monday " 5	Newcastle		Cardiff 2		Hereford	Derby	
Thursday " 8				Winchester	Shrewsbury	Warwick	
Monday " 12					Stafford		
Tuesday " 13	Durham						
Friday " 16				Bristol 2			
Tuesday " 20	York						
Monday " 26	Leeds 2						
Monday Dec. 3					Birmingham 2		

FOREIGN AND COLONIAL MAILS.

Parcels for the Troops abroad.

Counter Officers are reminded that parcels addressed to members of the British, Egyptian, Mesopotamian and East African Expeditionary Forces and the Salonika Force must not be accepted for Registration or Insurance. Parcels for British Troops serving abroad but not forming part of any of the Expeditionary Forces mentioned above are subject to the same conditions as regards insurance as civil parcels for the Colony or Station addressed.

Parcel Post to the Gold Coast Colony.

On and from the 15th instant the rates of postage charged on parcels for the Gold Coast Colony will be as follows:—

	s.	d.
For each parcel not exceeding 3 lb. in. weight.....	1	6
" " " exceeding 3 lb. but not exceeding 7 lb. in weight	2	6
" " " " 7 lb. but not exceeding 11 lb. in weight	3	6

The necessary amendments should be made on page 676 of working copies of the Post Office Guide; and care should be taken that the proper rates of postage are charged.

Parcel Post to Aden and to Ahwaz (Southern Persia).

It should be noted that the information given in the notice with the above heading in the Post Office Circular of the 11th of September is not embodied in the October supplement to the Post Office Guide, working copies of which should be amended as follows:—

Page 69. Entry "(Page 652) Aden." Add Col. 8. Insert "Service suspended except for Naval and Military Addresses."

Page 73. Entry "(Pages 692 and 693).....Persia." After "Mohammerah" insert "and Ahwaz."

Uniform.

Postmasters are reminded of the necessity for reporting promptly to the Stores Department the cessation of duty of uniformed officers, on mobilisation or otherwise, in order to prevent the preparation and despatch of clothing which is not required.

Missending of Postal Packets addressed to Newton-le-Willows.

Postal packets addressed to Newton-le-Willows are reported to be frequently missent to Newton-le-Willows, Yorks. The attention of officers employed on Sorting duties should be drawn to the matter.

Sub-Offices—Change of Address.

The address of the undermentioned Sub-Office has been changed:—

FROM	TO	Character of Office.
Longtown, Cumberland	Longtown, Carlisle	T Ex. M.T.

The circulation should be as for Carlisle by all Mails.

The address of the undermentioned Sub-Offices has been changed:—

FROM	TO	Character of Office.
Eaglesfield, Ecclefechan, Dumfriesshire	Eaglesfield, Lockerbie	M.T.
Ecclefechan, Dumfriesshire	Ecclefechan, Lockerbie	M.T.
Kirkpatrick Fleming, Ecclefechan, Dumfriesshire	Kirkpatrick Fleming, Lockerbie ..	M.T.
Kirtlebridge, Ecclefechan, Dumfriesshire	Kirtlebridge, Lockerbie	M.T.
Lochmaben, Dumfriesshire	Lochmaben, Lockerbie ..	M. T. T Ex.
Middlebie, Ecclefechan, Dumfriesshire	Middlebie, Lockerbie	nS.
Waterbeck, Ecclefechan, Dumfriesshire	Waterbeck, Lockerbie	M.T.

Christmas Numbers.

The Christmas Numbers of Punch (Punch Almanack) and the London Mail are not transmissible either at the Inland Newspaper rate or by Magazine Post to Canada and Newfoundland.

FOREIGN AND COLONIAL MAILS.**Christmas parcels for Prisoners of War in Germany and Austria-Hungary.**

The German Authorities have decided not to admit parcels for prisoners of war in Germany between the 12th and 22nd of December next. Parcels intended for delivery to prisoners of war in Germany or Austria-Hungary by Christmas Day should therefore be posted without delay. In accordance with the arrangements made last year parcels reaching the camps in Germany before Christmas will be delivered not earlier than the 24th of December if they are prominently marked "Weihnachtspaket."

This information should be given to any member of the public who enquires on the subject.

Parcel Post to the troops in Italy and to the Salonika Force.

The notice in last week's Circular to the effect that parcels must not be accepted for transmission by Parcel Post to Italy and Greece refers only to parcels for civilians. Parcels for British troops in Italy and for the Salonika Force should continue to be accepted.

Mails for India, Ceylon, Straits Settlements, &c.

The Indian Mail is now being despatched fortnightly from last week. No information is to be given to the public regarding dates of posting.

Correspondence for Australia, New Zealand and Fiji.

Correspondence (not including parcels) for Australia, New Zealand and the Fiji Islands should in future circulate in exactly the same way as correspondence for North America. It should not be sent to London except by those offices which circulate North American correspondence to London.

Book Postmasters No. 1125—Postal Order Ready Reckoner.

A printer's error occurs at the foot of page 5 of copies of the above-mentioned book bearing the imprint 5/17, the value of 200 unissued Postal Orders at 3s. 7d. being shown as £85 16s. 8d. instead of £35 16s. 8d. Postmasters and Sub-Postmasters should examine the books in their hands, and should correct them if necessary.

Suspension of the Fife Sorting Carriage.

The Fife Sorting Carriage, Up and Down Night, week-days and Sundays, will be suspended after the Down journey to Dundee on Sunday, the 14th of October.

The Vouching changes involved will be notified to the Surveyors concerned, and any Postmaster who may require further information should apply to his Surveyor.

Newspapers, Clubs, &c.

The following alterations should be made in the List:—

- Erase* Atherton Weekly Journal and District News (Bolton).
- " (Bolton) Atherton Weekly Journal and District News.
- " (Bolton) Tyldesley Weekly Journal and District News.
- Alter* (Bolton) Leigh Journal and Times to (Bolton) Leigh, Tyldesley and Atherton Journal.
- Erase* (Carlisle) Cumberland Carlisle Evening Mail.
- " Cumberland Carlisle Evening Mail (Carlisle).
- Alter* address of Coal and Iron and By-Products Journal to 37-38, Temple Chambers, Temple Avenue, E.C. 4.
- Erase* Evening Mail (Newcastle-on-Tyne).
- Alter* Leigh Journal and Times (Bolton) to Leigh, Tyldesley and Atherton Journal (Bolton).
- Erase* Midland Sporting Gazette (Nottingham).
- " (Newcastle-on-Tyne) Evening Mail.
- " (Nottingham) Midland Sporting Gazette.
- " (Nuneaton) Warwickshire Star.
- " Rhyl Guardian (Wrexham).
- " Tyldesley Weekly Journal and District News (Bolton).
- " Warwickshire Star (Nuneaton).
- Enter* West Ham and South Essex Mail (High Street South, East Ham, E. 6).
- Erase* (Wrexham) Rhyl Guardian.

TELEGRAPHS.

A Special Post Office Circular, No. 2372, was issued on the 5th instant. It contained no Telegraphic information.

NOTE.—(*) To be entered in the Telegraph Circulation Book.

Alterations in Telegraph Circulation Book as regards Offices already open.

- *Page 5. Avoca.—Substitute Rathdrum for Dublin as transmitting office.
- *" 83. Westhouses and Blackwell R.S. (Mid.).—Office closed. Delete entry.

Post Office Guide.

ALTERATIONS.

BOGNOR.—Telegrams will be delivered from Bognor Stn. between the hours of 6 and 7 p.m. on Sundays.—

Amend 3rd column accordingly.

†Westhouses and Blackwell Stn.—Office closed. Delete entry.

Post Office Servants Discharged from the Navy or Army.

A new form numbered Postmasters No. 228 has been introduced for the use of Heads of Departments, Postmasters, &c., in notifying to the Metropolitan Office of Account the discharge of Post Office Servants from the Navy or Army. A supply will be issued this week by the Controller, Post Office Stores Department, and the form should be brought into use immediately.

Parcels for the Expeditionary Forces.

Special attention is called to the notice on page 381 of the Post Office Circular of the 25th of September, 1917, respecting the use of specially printed bag labels for the bags made up for the various divisions, &c., of the Army Parcel Office.

Many offices are still using label P.P. 54 (or its equivalent with the name of the despatching office printed) instead of the new labels P.P. 58 to 70 inclusive. As pointed out in the notice above-mentioned, it is particularly important that these labels should be in use during November and December.

Any Postmaster whose office has been using labels with the name of the despatching office printed and who has been unable to obtain a supply of the new labels with the printed name should, until the supply is received, use the stock labels P.P. 58 to 70 and arrange for the name of the despatching office to be inserted locally.

Any stocks of the old label P.P. 54 on hand should be used up **after Christmas.**

Newspapers, Clubs, &c.

The following alterations should be made in the List:—

- Erase* Armley and Wortley News, &c. (Stanningley, Leeds).
- „ ‡Bradford Catholic Herald (Leeds).
- Alter* address of Cabinet Maker and Complete House Furnisher to 8, Bouverie Street, E.C. 4.
- Enter* (Harrow) Stanmore Observer.
- Erase* ‡Leeds Catholic Herald.
- „ (Leeds) ‡Bradford Catholic Herald.
- „ (Leeds) North Leeds News, &c.
- „ ‡Laisterdyke and Bowling News (Stanningley, Leeds).
- „ North Leeds News, &c. (Leeds).
- Alter* address of Neptune to 31-33, High Holborn, W.C. 1.
- Erase* ‡Pudsey Advertiser, &c. (Stanningley, Leeds).
- „ (Stanningley, Leeds) ‡Armley and Wortley News, &c.
- „ (Stanningley, Leeds) ‡Laisterdyke and Bowling News.
- „ (Stanningley, Leeds) ‡Pudsey Advertiser, &c.
- Enter* Stanmore Observer (Harrow).

TELEGRAPHS.

NOTE.—(*) To be entered in the Telegraph Circulation Book.
(†) „ „ Index of Codes.

Alterations in the Telegraph Circulation Book and the Index of Codes as regards Offices already open.

- *Page 12. } —Bridge of Turk.—Office closed. Delete entry.
- †(Code BOQ). }
- †(„ NKP). North Kensington, North Pole Road.—Office closed. Delete entry.

LIST OF CONTRACTED SIGNALS.

Delete North Kensington (North Pole Road).....North Kensington B.

Post Office Guide.

ALTERATIONS.

- Bridge of Turk, Callander, Perthshire.—Office closed. Delete “T” in 2nd column.
- Page 540. *Wimbledon (L.B. & S.C. Rly.).—Hours of attendance for telegraph business on weekdays are now 7 a.m. to 10.30 p.m.

Notting Hill (Archer Street B.O.).

The above office has been reopened.—The hours of telegraph business are 8 a.m. to 8 p.m.

Cancellation of Currency Notes withdrawn from circulation.

Metal stamps making the impression "Withdrawn from circulation by the Post Office" are about to be issued to all Head and Branch Post Offices, Salaried Sub-Offices in the United Kingdom and also to certain Scale payment Sub-Offices in London.

These stamps are to be used to deface any Currency Notes withdrawn from circulation before they are enclosed in remittance letters addressed to the Metropolitan Offices of Account in London, Edinburgh and Dublin.

The impression of the stamp must cover the serial number on the note. When it bears two prints of the number both prints must be covered by impressions.

The use of the stamp is to be strictly confined to Currency Notes issued by the Treasury. In no circumstances should an impression of the stamp be made on any Bank Note whether issued in the United Kingdom or abroad.

POSTAL DRAFTS.

Postal Drafts are being issued by the Forage Committee, A.S.C., on which the printed limit "under £2" is reduced by means of a rubber stamp to amounts "under £1." If any draft bearing this stamp is made out for an amount of £1 or over payment should be refused.

The necessary amendment to Rule 2(a)(iv.) of the Rules for Postmasters regarding Postal Drafts and Allowance Forms will be issued in due course.

Rochester and Chatham Head Offices—Amalgamation.

On the 7th of October Rochester and Chatham were placed under the control of one Postmaster who will be known as the Postmaster of Rochester and Chatham.

There will be no change in the postal addresses or circulation of mails.

Sub-Offices—Change of Control.

On the 15th instant the following Sub-Offices will be transferred from the control of the Postmaster of Carnarvon to that of the Postmaster of Pwllheli:—

Chwillog, Carnarvonshire.	
Llangybi, Chwillog, Carnarvonshire.	
Four Crosses, „ „	
Llanaelhaiarn, „ „	
Trevor, „ „	

On the same date the Garn Dolbenmaen S.O., Carnarvonshire will be transferred from the control of the Postmaster of Carnarvon to that of the Postmaster of Portmadoc.

The postal addresses and the circulation will remain unchanged.

Sub-Offices—Change of Address.

On and from the 21st of October the address of the undermentioned Sub-Office will be changed:—

FROM	TO	Character of Office.
Ferbane, Athlone	Ferbane, Ballinasloe	M.T.

Commencing with the (Irish) Night Mail of the 20th of October, the circulation should be as for Ballinasloe by all Mails. There is no change in control.

The address of the undermentioned Sub-Offices will be changed on the 21st instant:—

FROM	TO	Character of Office.
Boyouagh, Ballinasloe	Boyouagh, Castlereagh	n.S.
Glenamaddy, „	Glenamaddy, „	M.T.

The circulation should be as for Castlereagh by all Mails due to reach that Office after the evening of the 20th instant.

Circulation of Letters for Belmont S.O., King's County.

On and from the 20th of October correspondence for Belmont, King's County, should circulate by (Irish) Night Mail as for Banagher, King's County.

Sub-Office—Change of Address.

The address of the undermentioned Sub-Office has been changed:—
 FROM Bolton Percy, Yorks. TO Bolton Percy, York. Character of Office, M.T.

Sunningdale Camp B.O.

Money Order and Savings Bank business will be extended to the temporary Post Office at Sunningdale Camp (Ascot), on the 1st of December, 1917.

POST OFFICE ISSUES OF WAR STOCKS AND EXCHEQUER BONDS.

Payment of Dividends due 1st December, 1917, on—

5% War Stock, 1929-1947,
 4½% „ 1925-1945,

5% Exchequer Bonds, 1920.

The Dividend Warrants will be dispatched from the Savings Bank Department on the 30th instant. The Warrants are printed on tinted paper showing the usual watermark and are payable on presentation at any Post Office transacting Savings Bank business or through a Banker.

In paying the Warrants the instructions in regard to the payment of Dividend Warrants issued with the Post Office Circular of the 29th of May last should be observed.

The Warrants should be included with other paid Post Office Dividend Warrants both in forwarding them and in claiming their amounts in the Savings Bank WHITE Account sheet.

Dividend Warrants presented through a War Savings Association may be cashed without production of the relative Bond Books, provided that the Warrants have been duly signed by the Bondholders and are authenticated by the signature of the Secretary of the Association.

Some holders of 4½% War Stock which has been converted into 5% War Stock have not, as yet, sent up their Certificates for endorsement and re-numbering. The Dividend Warrants sent to such persons will differ in number and description from the Certificates produced when the Warrants are presented for payment, and Paying Officers must therefore be guided by agreement of name only in these cases. When payment has been made the applicant should be requested to forward his Certificate at once to the Savings Bank Department for correction, and should be supplied with the ordinary Savings Bank book envelope for the transmission, and with another to address for the return, of the document.

Coupons on Bearer Bonds.

Applicants who desire to claim payment of Coupons of Post Office Bonds should be supplied with the usual forms of application.

FOREIGN AND COLONIAL MAILS.**Parcel Post to Places Abroad.**

In existing conditions all parcels for places abroad should be very strongly packed; and all practicable steps should be taken to call the attention of the public to this requirement. Cardboard or ordinary brown paper is not in general sufficient packing for parcels sent abroad.

Special care should be taken to ensure that Customs Declarations (and in certain cases Despatch Notes) are duly furnished by the senders at the time of posting parcels for places abroad, in accordance with the instructions published at pages 61 and 62 of the April issue of the Guide, and that all possible care is taken to avoid their loss during transit to the Offices of Exchange in this Country.

The standing instructions for the treatment of these documents are as follows:—

The papers (Despatch Note, Customs Declarations, &c.) should be attached to the parcel to which they refer by means of its string, or of string used for the purpose. They should be folded once over the string; and the fold of the papers should be secured by a stout pin. When parcels with papers not adequately secured are observed in transit, the papers should be fastened before they are further despatched. The pins used for this purpose should be of a stout pattern; and every care should be taken to ensure that the papers do not become detached during transmission.

In the case of parcels addressed to members of the American Forces in France and to members of the Belgian Army, as well as those addressed to Civilians in Belgium, Despatch Notes and Customs Declarations **must** be furnished. One Despatch Note and one Customs Declaration must be provided for each parcel for members of the American or Belgian Armies, and one Despatch Note and two Customs Declarations for each parcel for Civilians in Belgium.

Postmasters at forwarding Offices will assist the smooth working of the Parcel Post with Foreign Countries if they will take measures to see that these instructions are properly observed at their Offices and at Offices forwarding to them parcels for places abroad. In particular, it is very necessary that Despatch papers found loose be connected with the relative parcels, when possible, before the parcels are further despatched.

Circuits of the Judges.

AUTUMN ASSIZES.—COMMISSION DAYS.

SOUTH EASTERN CIRCUIT.—(Mr. Justice Bray). November 17, Hertford; November 22, Maidstone; November 30, Guildford; December 6, Lewes (Civil, December 10).
NORTHERN CIRCUIT.—(Mr. Justice Shearman, Mr. Justice Sankey). November 19, Manchester.

Sub-Offices—Change of Address.

On and from the 4th of November the undermentioned Sub-Offices will be transferred from the control of the Postmaster of Galway to that of the Postmaster of Ennis and the address will be changed:—

FROM	TO	Character of Office.
Ballanruan, Crusheen, Co. Clare	Ballanruan, Ennis	nS.
Crusheen, Co. Clare	Crusheen, Ennis	M.T.

The circulation should be as for Ennis by all Mails.

The address of the undermentioned Sub-Office has been changed:—

FROM	TO	Character of Office.
Netheravon, Wilts.	Netheravon, Salisbury	Ex. M. T.

Netheravon has ceased to be an independent Sub-Office, and the circulation should be as for Salisbury by all Mails.

Temporary Branch Offices at Camps.

Coolmoney Camp (Athy). The temporary Branch Office at this Camp has been closed.

FOREIGN AND COLONIAL MAILS.

Parcels for Officer Prisoners of War in Enemy Countries.

An amendment slip to the Special Instructions issued with the Post Office Circular of the 27th of June, 1916, is issued with this Circular and should be carefully studied by all officers concerned.

Special attention is drawn to the following points:—

- (1) **On and from the 1st of November** no parcel declared to contain foodstuffs may be accepted from a member of the public (including a shop or firm even though authorized to despatch parcels to prisoners of war abroad) for transmission to an officer prisoner of war in an **enemy** Country unless it bears one of the special Coupons issued by the Central Prisoners of War Committee; and on and from the same date no Parcels containing medical comforts and drugs or wine may be accepted for transmission to any prisoner of war abroad, other than an officer interned in a **neutral** Country. (See Section M, Paragraph 19.) Parcels packed by Associations authorized to despatch parcels to prisoners of war abroad and bearing the Red Cross label are not affected by the new regulations and should continue to be accepted, as hitherto, in accordance with the special arrangements made in each case.
- (2) Form Postmasters 559, "Communication with Prisoners of War Interned Abroad," has been reprinted, and supplies will be issued before the 1st proximo. Every Head Postmaster should at his discretion, forward to his Sub-Offices a few copies if they are likely to be required for distribution to enquirers. Further supplies can be obtained on requisition in the usual way. **Stocks of former prints should be made waste after the 31st of October.**
- (3) Parcels for prisoners of war in Bulgaria or Turkey must be packed in tin or hemp-canvas. If packed in wooden boxes or any other material **they must be refused.** (Section M, Paragraph 16.)
- (4) The list of Associations—Form M. 142—has been abolished. Postmasters should arrange to recover all existing copies of this list from the Offices in their Districts and forward them to the Controller of Stores, London, Dublin or Edinburgh. Any person enquiring to which Association parcels, etc., for a particular prisoner of war should be addressed should be referred to the Secretary, Central Prisoners of War Committee, 4, Thurloe Place, S.W. 7. (Section M, Paragraph 8.)

Suspension of Combined Vouching during the Christmas Season—(continued).

SCOTLAND.		
Edinburgh	Aberdeen	Dundee
Glasgow (midnight 19th—20th to midnight 25th—26th Dec.)	Stirling	Perth
	Dumfries	
IRELAND.		
Dublin and T.P.O.'s (19th— 20th midnight to 25th—26th December midnight)	Belfast	Tralee
	Cork	Dundalk
	Mallow	Portadown

Retention of Letters, &c., and Parcels for inclusion in direct despatches during the approaching Christmas Season.

At the large Forwarding Offices the usual connexions for Letters, &c., and Parcels cannot in many cases be maintained on the 21st, 22nd, 23rd and 24th December. Postmasters should, therefore, consider the circulation with a view to withholding from despatches to Forwarding Offices on the dates named Letters, &c., or Parcels which would be likely to be delivered equally early if retained for a direct despatch. Special attention should be given to this matter.

If Letters, &c., for a particular place are in ordinary circumstances selected at any special period of the day for inclusion in a direct bag or labelled bundle, it will probably be found advantageous to make the selection **throughout the day** on the 21st, 22nd, 23rd and 24th December, and to send the letters to the intermediate Office in a through labelled bundle, subject, of course, to the instruction given above as to suspension of the ordinary forward circulation.

Weight of Mails.

Inconvenience is met with in present exceptional circumstances in handling heavy bags; and it will be of advantage if, until further notice, the weight of any particular bag—whether of letters or parcels—can be kept down to about 50 lb. Generally speaking, no bag should be made up exceeding 60 lb. in weight.

EXPRESS DELIVERY.

Discontinuance of Counterfoils of E & EE Forms (except for Service IV. at Sub-Offices).

On and from the 1st December next the preparation of Counterfoils of "E" Forms should be discontinued in Services I, II, and III, at all Offices, and in Service IV. at all offices except **Sub-Offices and Town Sub-Offices.**

The blank Counterfoil Form, remaining after an "E" Form has been prepared, should be used as an "E" Form. The words "Counterfoil" and "Counterfoil to be retained at Messenger's Office" should be struck through, and the recipient's signature should be obtained at the foot.

The preparation of Counterfoils of "EE" Forms also should be discontinued at all Offices, and the blank Counterfoil Forms should be used as "EE" Forms.

If there is difficulty in numbering the Forms at the time of their preparation they should be numbered beforehand. The number of the last Form prepared during the day should be noted on the cover of the pad of Forms at the close of the day's business (except at the end of the month), as a guide in numbering subsequent Forms.

If the discontinuance of Counterfoils is found to cause difficulty in the preparation of accounts or records, a note of the particulars required for local purposes should be taken at the time the Services are performed.

Cases of missing "E" or "EE" Forms should be submitted specially to the Office of Account with brief reports. Duplicate Forms, as complete as possible, should be furnished in such cases, but no attempt should be made to obtain fresh signatures from the Addressees.

Postmasters with salaries under £350 a year should forward the Forms of Services I, II, and III to the Office of Account monthly, **at the end of the month following that in which they were prepared.** When a Form has been withdrawn for any purpose a duplicate should be furnished, bearing a brief note explaining why a duplicate is necessary. Before the Forms are sent to the Office of Account a record should be taken of the total number of Express Services (I, II, III, and IV.) performed at each Express Delivery Office in the District during the month. The record should be preserved at the Head Office for at least eighteen months.

Postmasters with salaries of £350 a year and over should retain the Forms of Services I, II, and III as directed in the Post Office Circular of 18th of September, 1917.

POST OFFICE SERVANTS ON NAVAL OR MILITARY SERVICE.

When forwarding a report concerning a man on Active Service to the Metropolitan Office of Account care should be taken to specify the Unit in which he is serving and his **current** regimental number, as, owing to changes in organization, large numbers of men have recently received new numbers.

Highland Sorting Carriages. Rearrangement and Change of Designation.

The Highland Sorting Carriage Down Day (6.30 a.m. Inverness to Bonar Bridge), the Up Night No. 1 (4.10 a.m. Helmsdale to Inverness), and the Up Night No. 2 (9.30 a.m. Inverness to Perth) will be suspended on week-days after Saturday, the 10th November. On Sundays, commencing on Sunday the 11th November, the Down and Up Night Mail Carriages will not be run in either direction North of Inverness.

On week-days, commencing on Monday, the 12th November, the Down Night Carriage will be run from Perth (7.15 a.m.) to Dingwall (12.10 p.m.), instead of from Perth to Helmsdale, and will be known as the **Perth-Dingwall Railway Sorting Carriage**; and the Up Day Mail Carriage will be run from Dingwall (2.28 p.m.) to Perth (7.5 p.m.), instead of from Bonar Bridge to Inverness, and will be known as the **Dingwall-Perth Railway Sorting Carriage**.

The vouching changes involved will be notified to the Surveyors concerned, and any Postmaster who may require further information should apply to his Surveyor.

Surcharged Packets.

Special attention is again called to the rule that all surcharged packets other than parcels must be tied up with the letter bill. If on any occasion the surcharged packets are too numerous or too bulky to be tied up with the letter bill, they should be made up into a separate bundle labelled "Surcharges." Any failure to observe this rule should be reported on form Postmasters 29a.

Postmasters and Supervising officers should satisfy themselves by special inspection from time to time that the rule is properly observed. It may also be useful to call attention to it by notices exhibited in Sorting Offices.

Uniform.

Postmasters are reminded that there will be no general issue of winter clothing to Postmen this year. It will, however, be supplied to new entrants and to officers who were appointed at or after the beginning of the summer season, and who, therefore, have no winter uniform, but it will not be supplied to any other officer unless the Postmaster certifies that the winter uniform, whole or part, issued last year is unfit for further service. If at any time during the winter a new garment is issued no compensation will be payable in respect of the prolonged wear of the old garment.

Those officers, ordinarily entitled to a new issue on the 1st of October, who make last year's winter uniform serve until the 1st of May, will receive compensation on the same basis as before. A further notice on this point will be issued later when the claim forms are distributed.

Parcels for Australian Imperial Forces.

Until further notice the Parcel Section of the Australian Base Post Office (which deals with all parcels for the Australian Troops in France and Egypt and indefinitely addressed parcels for Australian Troops in the United Kingdom) will be located at St. Pancras Station Granary, King's Road, N.W. 1, instead of at Regent's Park, N.W. 1.

Any Office having four or more parcels by any despatch proper to be dealt with in the Australian Base Post Office should keep them separate from other Expeditionary Force parcels and make them up in separate bags addressed to:—

Australian Base P.O.,
St. Pancras Station Granary,
King's Road,
N.W. 1.

Special labels for these bags are being printed and supplies will be available shortly. No other sub-division of the parcels for Australian Troops should be made.

Registered Letters—(continued).

REGISTERED LETTERS.	Despatching Office Stamp.	Arrival Office Stamp.
From		
To		
Despatched at.....M.		

Total Number (in words) of Registered and Insured Letters.

Thirty-three.

including (if any)		These Letters to be placed together in front of bundle.
<i>Two</i>	Express Letters	
<i>Five</i>	Remittance Letters	
	Insured Boxes with "C" Dockets	
	C.O.D. Letters (Amt. £ : :)	
	Election Writs (particulars below)*	

*

*

Despatching Officer. }	Opening Officer. }
Checking Officer. }	Checking Officer. }

Registered Letters not enclosed in registered letter bags and all Registered Parcels should continue to be advised individually as at present.

Parliamentary Notices in England, Wales, Scotland and Ireland.

Parliamentary Notices may only be posted at Money Order Offices.

Notices which by the Standing Orders of either House of Parliament, or by the General Orders for the Regulation of Proceedings under and in pursuance of the Private Legislation Procedure (Scotland) Act, 1899, must be served on or before the 15th of December, must be posted not later than the 12th of December, and Notices which by the same Orders must be served on or before the 21st of December, must be posted not later than the 18th of December.

Parliamentary Notices relating to Tramways in Ireland may be posted in Dublin, Belfast, Cork and Athlone on various dates, which are liable to alteration. Such Notices must be treated in all respects as other Parliamentary Notices. They must not be accepted at any other Office than the four specified.

The instructions concerning Parliamentary Notices will be found in Rules 309 to 318 of the Rules for Head Post Offices, Part II., and Rules 260 to 266 for Sub-Postmasters.

Sub-Offices—Change of Address.

On and from the 12th of November the address of the undermentioned Sub-Offices will be changed:—

FROM	TO	Character of Office.
Appleby Magna, Atherstone	Appleby Magna, Ashby-de-la-Zouch	M.T.
Measham, Atherstone	Measham, Ashby-de-la-Zouch	M.T. T Ex.
Snarestone, "	Snarestone, "	—
Congerstone, "	Congerstone, Nuneaton	nS.
Shackerstone, "	Shackerstone, "	nS.

The circulation should be in accordance with the new address.

The address of the undermentioned Sub-Offices has been changed:—

FROM	TO	Character of Office.
Curtisden Green, Goudhurst, Kent	Curtisden Green, Cranbrook	M.T.
Goudhurst, Kent	Goudhurst, "	T Ex. M.T.
Kilndown, Goudhurst, Kent	Kilndown, "	M.T.

The circulation by all Mails should be in accordance with the new address.

Post Office Guide.—Alterations and Additions.

- Page 181.—Under Birmingham, delete Holly Road, Handsworth.
 " 216.—Charlton, Dover. *Delete entry.*
 " 249.—Under Dover, delete Charlton.
 " 283.—Glentarras, Langholm. *Delete entry.*
 " 388.—Under Northampton, delete St. Giles' Street.
 " 413.—Putford, Brandis Corner, Devon. *Delete M. Insert SB.*
 " 416.—Rasharkin, Belfast. *Insert SB.*
 " 417.—Under Reading, delete Duke Street.
 " 421.—Rise Carr, Darlington. *Delete entry.*
 " 477.—Under Trowbridge, delete Hilperton Road.
 " 494.—West Wycombe, High Wycombe. *Delete entry.*
 " 528.—New North Road (157), N. 1. *Delete entry.*
 " 529.—Notting Hill, Elgin Crescent, Portobello Road (156), W. 11. *Delete entry.*
 " 536.—Westbourne Park, Richmond Road (76), W. 2. *Delete entry.*

FOREIGN AND COLONIAL MAILS.

Loss of Parcel Mails from Egypt, India and the Far East.

Particulars are given below of Parcel Mails which have been lost at sea by enemy action:—

Country of Origin	Approximate dates of posting	Country of Origin	Approximate dates of posting	Country of Origin	Approximate dates of posting
Aden	1917. 22 Sept.—5 Oct.	Cyprus	1917. 22 Sept.—3 Oct.	Straits Settlements and Federated Malay States: Penang	1917. 2—13 Sept.
British Somaliland ...	8—29 Sept.	Egypt (including Egyptian Exped. Force): Port Said	27 Sept.—11 Oct.	Singapore	28 Aug.—10 Sept.
Ceylon: Colombo	8—22 Sept.	Hong Kong	20—31 Aug.	British East Africa and Uganda, Dutch E. Indies, North Borneo, Sarawak, Siam, Seychelles, Zanzibar	Uncertain if any Mails from these were lost.
China: Shanghai	16—28 Aug.	India: Bombay	13—27 Sept.		
Canton	19—31 Aug.	Calcutta	9—22 Sept.		
		Karachi	9—23 Sept.		
		Madras	9—25 Sept.		
		Rangoon	6—21 Sept.		
		Malta	6—18 Oct.		
		Mesopotamian Exped. Force	1—15 Sept.		

Sub-Offices—Change of Address.

The address of the undermentioned Sub-Offices has been changed:—

FROM	TO	Character of Office.
Archiestown, Carron, Morayshire	Archiestown, Carron, Elgin	T. nS.
Carron,	Carron,	M.T. nS.
Knockando,	Knockando,	M.T. nS.
Lhanbryde,	Lhanbryde,	M.T. nS.
Upper Knockando, Knockando,	Upper Knockando, Knockando,	nS.

Correspondence should circulate as for Elgin by all Mails.

The address of the undermentioned Sub-Office has been changed:—

FROM	TO	Character of Office.
Burray, St. Margaret's Hope, Orkney	Burray, Kirkwall	M.T.

Correspondence should circulate as for Kirkwall by all Mails.

The address of the undermentioned Sub-Offices has been changed:—

FROM	TO	Character of Office.
Oranmore, Co. Galway	Oranmore, Galway	M.T.
Ardrahan,	Ardrahan, Athenry, Co. Galway	M.T.
Ballyvaughan, Co. Clare	Ballyvaughan,	M.T.
Bell Harbour, Oranmore, Co. Galway	Bell Harbour,	—
Burrin, Co. Clare	Burrin,	M.T.
Clarinbridge, Co. Galway	Clarinbridge,	—
Dorribrien, Gort,	Dorribrien,	nS.
Gort,	Gort,	M.T.
Island, Oranmore,	Island,	—
Kilcolgan,	Kilcolgan,	M.T.
Kinvara,	Kinvara,	M.T.
Murrough, Ballyvaughan, Co. Clare	Murrough,	nS.
Tubber, Oranmore, Co. Galway	Tubber,	M.T.

The circulation by all Mails should be in accordance with the new address.

The address of the undermentioned Sub-Office has been changed:—

FROM	TO	Character of Office.
Brookeborough, Lisnaskea, Co. Fermanagh ..	Brookeborough, Co. Fermanagh	M.T.

Correspondence for Brookeborough, Lisnaskea, and Maguiresbridge, Co. Fermanagh, should circulate by (Irish) Night Mail as for D. & D. Down T.P.O. Day Mail correspondence should be held over for Night Mail despatch.

Correspondence for Newtown Butler, Co. Fermanagh, should circulate by (Irish) Night Mail as for D. & D. Down T.P.O. and by Day Mail as for D. & B. Down T.P.O.

FOREIGN AND COLONIAL MAILS.

Christmas Mails for British Expeditionary Force.

With reference to the instruction on this subject which appeared in the Circular of the 13th ultimo, it is observed that in many cases the notices to the public have not been exhibited in the manner prescribed; in particular the small notices have not been pasted up on town letter boxes.

Special attention should be given to this question, and Postmasters who have not received a sufficient supply of the notices should apply at once to the Controller of Stores for additional copies.

Parcels for Officer Prisoners of War in Enemy Countries.

Considerable inconvenience is being caused by the acceptance at Post Offices of parcels, containing food, for officer prisoners of war in enemy countries without the special coupon, referred to in the notice on the subject at page 423 of the Post Office Circular of the 30th of October, 1917 and in paragraph 19 of Section M of the Special Instructions as amended by that Circular. Counter officers should accordingly take special care to see that all such parcels which are tendered for transmission bear the necessary coupon.

POST OFFICE ROLL OF HONOUR—(continued).

Postmasters and other Supervising Officers should report to the Secretary without delay any information that may reach them of the names of Post Office Servants who are killed in action, who have died of wounds or disease, who are mentioned in despatches, or who receive special promotion in the Army or Navy. In reporting cases of death the name and address of the person to whom the Postmaster General might properly send a Letter of Condolence should, if possible, be stated, together with the deceased officer's name in full and the date when his employment in the Post Office first began.

The attention of Postmasters, &c., is directed to Rule 624 of the Rules for Head Post Offices, Part I., with special reference to the cases of officers who lose their lives in the War. If it is found that the instruction in question has been overlooked in any instance, the matter should receive immediate attention.

Gallant Conduct.

THE POSTMASTER GENERAL has heard with much pleasure that the Royal Humane Society have awarded their Honorary Certificate on vellum to Mr. W. Henning, Postman at Salisbury, for saving a child from drowning on the 18th of July last, and their Honorary Certificate to Wm. Le Sueur, Telegraph Messenger at Jersey, for saving a boy from drowning on the 5th of September last.

Subscriptions to the 5% War Loan by Deductions from Pay.

Heads of Departments, Postmasters, Superintending Engineers, &c., are informed that in the case of monthly subscribers to the 5% War Loan a final deduction of 6s. instead of £1 (for each £10 of Stock) should be made from the salary for the month of November, 1917. This will avoid the necessity for a refundment of 14s. in cash as originally arranged; see Post Office Circular of 25th January, 1917. Subscribers should be informed of this change in the arrangements.

It is of course desirable that, as far as possible, subscribers should continue to contribute according to their ability, to the War securities available, and the Postmaster General will be glad if Heads of Departments, Postmasters, Superintending Engineers, &c., will take the opportunity of encouraging the formation of War Savings Associations throughout the Post Office service. These Associations are doing valuable work all over the country, and a number of successful Associations are in operation in Headquarters departments and at London and Provincial Post Offices, &c. Full particulars as to the formation of Associations can be obtained from the local War Savings Committee, or, in case of difficulty, from the National War Savings Committees in London or Edinburgh.

The Postmaster General will be glad to receive reports of the formation and progress of Associations; such reports should be sent to the Comptroller and Accountant General.

APPOINTMENT.

Mr. T. Harris, Postmaster of Prescot, to be Postmaster of Hemel Hempstead.

Temporary Indoor Officers.

Temporary Male and Female Indoor Officers are required in the South Western District for Postal and Telegraph work. Candidates must be capable of taking full charge of a Counter duty, or a busy Sounder Circuit.

Males eligible for military service will not be accepted.

Experienced Female Temporary Telegraphists are required in the Central Telegraph Office.

Third class personal locomotion expenses are allowed.

Full particulars can be obtained from the Surveyor, Portsmouth, or the Controller, Central Telegraph Office, London, E.C. 1, as the case may be.

Candidates should apply through the usual official channels.

Introduction of Letter-cards, Penny Post-cards and Wrappers bearing a new design of stamp.

Letter-cards, post-cards and newspaper wrappers bearing a penny stamp in which His Majesty's head is represented in profile are about to be issued.

NATIONAL HEALTH INSURANCE.

Compensation to Insured Post Office Servants in respect of Reduction or Withdrawal of Sick Pay and of Withdrawal of Free Medical Attendance.

NOTICE TO HEADS OF DEPARTMENTS, POSTMASTERS AND OTHERS.

Copies of Instructions and Schedules for dealing with the Compensation proposed to be paid in respect of the current year are issued with this Circular (except in the case of Heads of Departments, Postmasters and District Managers in Ireland who will receive their supplies direct from Dublin).

Additional schedules should be requisitioned from the Controller of Stores, London or Dublin, as the case may be.

PAPER SHORTAGE.

Paper and Envelopes for Official Reports and Letters.

In consequence of the great shortage of paper it is necessary to restrict the use of foolscap within the narrowest limits. The attention of all officers is called to the notices in the Post Office Circular of 21st December, 1915 (page 621), 21st March, 1916 (page 113), and 14th August last (page 325). All controlling and supervising officers are requested to see that existing stocks both of paper and envelopes are economically used.

For local correspondence (whether for communications to persons in the service of the Department or outside it) paper of quarto size should as far as possible be used in preference to foolscap, unless a still smaller size of paper would meet the case.

Four qualities of paper of quarto size as follows are being introduced and will shortly be available:—

Quarto, Cream Wove, Demy, 22 lb.	Single Sheets (SS. No. 278).
" Seconds, Demy, 20 lb.	" " (SS. No. 279).
" Cream Wove, Demy, 18 lb.	" " (SS. No. 280).
" Buff, Demy, 15 lb.	" " (SS. No. 281).

Surveyors, Superintending and Sectional Engineers, District Managers, Postmasters and others should requisition supplies in the usual way.

The form-letter which is sent unenclosed (No. 95, Surveyors No. 45, Tp. No. 105, T.E. No. 8, Postmasters No. 582, L.P.S. Controller's No. 230, L.T.S. No. 122 and No. 123), should, as directed in the Post Office Circular of 27th March last (page 122), be used for short letters in those cases for which no envelope is necessary.

Foolscap should be used only for long reports, statements, &c., and in cases where it is likely that the correspondence will be prolonged.

Quarto should be used for short covering reports submitting to Headquarters cases where the correspondence is not likely to be prolonged.

Envelopes should not be used unnecessarily for non-confidential communications passing from one part of an office to another or for papers circulating in pouches. If a communication (or other paper) has to be put under cover a small (note-size) envelope should where practicable be used.

CHRISTMAS SEASON.

Registered, "Charged," Foreign and Colonial, Cash on Delivery, and Express Mail Parcels.

During the Christmas and New Year Seasons, commencing on the 20th December, those Foreign and Colonial Parcels which are still advised on the "N" Bill, and also any Registered, Charged, Cash on Delivery, or Express Parcels despatched to any Office, should be placed in an enclosure bag when there are THREE OR MORE parcels for despatch at one time in respect of which entries have to be made upon the Parcel Bill "N." The enclosure bag need not be sealed. It should be folded or tied with string, or have the neck twisted, and should be placed in the final receptacle, at the top. Each enclosure bag should contain a separate "N" Bill, or List, endorsed "Enclosure Bill (or List)," on which the parcels should be advised instead of on the Bill sent in the outer receptacle.

The enclosure bag should be specially advised in the space provided for particulars of registered parcels on the ordinary "N" Bill forwarded in the outer receptacle, e.g., "One enclosure bag." Old mail bags or hessian bags should be used for enclosure bags.

If it is necessary to forward an enclosure bag or enclosure bags in any receptacle other than the final receptacle every such receptacle should contain an "N" Bill upon which the enclosure bag or bags should be advised.

It should be understood that at offices where separate Foreign and Colonial Receptacles are made up during the Christmas Season, Insured, Cash on Delivery, and Express Parcels as well as Registered and Charged Parcels should be placed in the enclosure bag.

PARCELS AND SAMPLE PACKETS FOR NEUTRAL EUROPEAN COUNTRIES

—(continued).

- (c) The Public Notice should be brought to the attention of any person (not known to be a Permit-holder) tendering, on or after the 17th of December, 1917, a Parcel (unless addressed to a Prisoner of War), or a Sample Packet, addressed to Denmark, Holland, Norway, Spain, Sweden or Switzerland; but no parcel or sample packet which is otherwise acceptable should be refused on account of the new regulation if the sender, after being warned, still chooses to post it.

4.—Permit-holders under the new regulation will post some of their parcels, &c., in the ordinary way (in which case all existing regulations and instructions should be applied by accepting officers), others in "censor-packages," i.e., in closed mail bags or brown paper wrappings, addressed to the Censor of Parcels, Regent's Park, London, on which no postage need be paid. The responsibility for choosing between the two methods of posting rests entirely with the Permit-holder, and counter officers should not give any advice on the subject.

Permit-holders have been informed that they may post censor-packages at any Head, District, or Branch Post Office, but that before beginning to do so they must give written notice to the Office concerned, so that counter officers may be reminded of the instructions. They have also been informed that a censor-package must not exceed 50 lb. in weight.

5.—Officers at Sub-Offices should refuse censor-packages; officers at Head, District, or Branch Offices to whom a censor-package is tendered should refuse it if it exceeds 50 lb. in weight, otherwise the only action required of them in respect of a censor-package is—

- (a) to accept it (without postage) as if it were a bulky unregistered letter addressed to the Censor,
- (b) if it is in a borrowed Post Office mail bag, to note the return of the bag.

6.—Postal Officers must not either—

- (a) Open a censor-package, or
- (b) Give a certificate of posting for the package or for any of its contents, or
- (c) Register the package, or
- (d) Give any advice to senders about the system.

7.—The Circulation of Censor-packages is as follows:—

- (a) A censor-package of fair size, posted by the sender in a Post Office mail bag, should be tied and sealed by the Post Office and sent unenclosed with the next despatch for the F. & C. Division, G.P.O. Parcel Office, London, numbered in with the other F. & C. receptacles; besides the label addressed to the Censor, which is attached by the sender, the office of origin should attach a label showing its own name and addressed to the G.P.O. Parcel Office, F. & C. Division.
- (b) Censor-packages in paper wrappers, or those in borrowed mail bags if small, should be enclosed (without parcel bill or record of any kind) in a receptacle of the next despatch for the F. & C. Division, G.P.O. Parcel Office, London, unless several are on hand together, when they should be treated as in (c) below.
- (c) If several small censor-packages are on hand together they should be enclosed (without record) in a receptacle with a label showing the office of origin and this address:—

The F. & C. Division,
G.P.O. Parcel Office, London,
for the Censor of Parcels,
Gloucester Gate, Regent's Park.

The receptacle should be numbered in with the other receptacles.

- (d) In all the cases (a), (b) and (c) above, if a direct despatch for the F. & C. Division is not due to be made up in ordinary course, the censor-packages (enclosed or unenclosed) should be included in the next despatch for the G.P.O. Parcel Office.

8.—Permit-holders will make written application for Post Office mail bags to be used as censor-packages; plain Hessian bags only should be lent, and a record should be kept of their loan and return. If a permit-holder misuses bags or does not return them regularly the matter should be reported to the Secretary.

9.—The instructions as to Printed matter, &c., given at page 259 of the Post Office Circular of 27th June, 1916, and at page 354 of the Circular of 4th September, 1917, remain entirely unaffected by the present instruction.

Thrapston—Alteration in Status.

On the 8th January, 1918, Thrapston will be converted into a Salaried Sub-Office and transferred with its subordinate offices to the control of the Postmaster of Kettering. There will be no change in the circulation of mails but the official addresses will be as follows:—

Thrapston, Northants.	Lowick, Thrapston, Northants.
Aldwinckle, Thrapston, Northants.	Ringstead, " "
Brigstock, " "	Stanion, " "
Clopton, " "	Sudborough, " "
Denford, " "	Titchmarsh, " "
Great Addington, " "	Twywell, " "
Islip, " "	Woodford, " "
Little Addington, " "	

Sub-Offices—Change of Address.

The address of the undermentioned Sub-Offices has been changed:—

FROM	TO	Character of Office.
Ballaghaderreen, Castlereagh	Ballaghaderreen, Co. Roscommon	M.T.
Bohalas, " "	Bohalas, Ballaghaderreen, Co. Roscommon	nS.
Carracastle, " "	Carracastle, " "	—
Cloontia, " "	Cloontia, " "	nS.
Edmondstown, " "	Edmondstown, " "	nS.
Kilmovee, " "	Kilmovee, " "	M.T.
Lisacul, " "	Lisacul, " "	M.T.
Moyne, " "	Moyne, " "	nS.

Special instructions as to circulation have been sent to certain offices particularly affected.

FOREIGN AND COLONIAL MAILS.

MAILS LOST AT SEA.

Mails from West Africa.

Letter and Parcel Mails for the United Kingdom from the Gold Coast Colony, Nigeria, Sierra Leone and Togoland which left Lagos on the 3rd of November, Lome on the 4th of November, Accra on the 5th of November, Secondee on the 6th of November and Freetown on the 14th of November have been lost through enemy action.

Enquiries should be dealt with as directed in previous notices of lost mails.

MONEY ORDERS.

Poundage on Money Orders for the United States of America.

Incorrect rates of poundage having been charged at a large number of Post Offices for Money Orders payable in the United States of America, Postmasters and others engaged in the issue of Money Orders are reminded that the rate of poundage chargeable for such Orders is 4d. for every £1 or fraction of £1.

MONEY ORDERS AND POSTAL ORDERS.

Theft of Forms from Manor Park, corner of Manor Park Road, T.S.O., London, E.

A notice giving particulars of the stolen forms was issued on the 5th instant for distribution to all Money Order Offices. Any officer in charge of a Money Order Office who has not received a copy should communicate with his Head Postmaster.

Attention is called to the stop-payment notice issued with the Post Office Circular of the 28th August last.

WOMEN'S ARMY AUXILIARY CORPS.

Posters.

Posters, approximately 18 inches by 11 inches, advertising the need for women to serve in the Women's Army Auxiliary Corps will shortly be supplied by the Controller, Post Office Stores Department, to Postmasters for exhibition at all Post Offices. They should be displayed in as prominent a position as possible.

LICENCES FOR 1918.

To Postmasters and Sub-Postmasters in charge of Money Order Offices in England and Wales.

Applications for supplies of Whole-Year Licences for issue during the year 1918 should reach the Controller, Post Office Stores Department, Somerset House, London, W.C. 2, not later than the 1st December next.

The bulk of the supplies will, as in previous years, not be despatched until the end of December, and reminders or duplicate requisitions should not be forwarded unless there is reason to believe that the original applications have gone astray.

Separate requisitions should be used for Licences required for issue during the remaining period of 1917 and should be specially marked to that effect.

Much inconvenience has been caused in previous years through many Postmasters and Sub-Postmasters submitting supplementary requisitions during the early part of the year. Care should therefore be taken to estimate as closely as possible the requirements for next year and to prepare the requisitions accordingly.

Chipping Norton—Alteration in Status.

On the 3rd December the Chipping Norton Head Office will be converted into a Salaried Sub-Office and transferred with its subordinate offices to the control of the Postmaster of Oxford.

The official addresses will be altered as shown below:—

FROM	TO
Chipping Norton	Chipping Norton, Oxon.
Great Rollright, Chipping Norton	Great Rollright, Chipping Norton, Oxon.
Over Norton, " "	Over Norton, " " "
Salford, " "	Salford, " " "
The Common, " "	The Common, " " "
Kingham, " "	Kingham, Oxford.
Adlestrop, " "	Adlestrop, Kingham, Oxford.
Bledington, " "	Bledington, " " "
Churchill, " "	Churchill, " " "
Westcote, " "	Westcote, " " "

The circulation of correspondence for offices to be served from Chipping Norton will remain unchanged: that for offices in the Kingham area should be as for Oxford.

Horncastle—Alteration in Status.

On the 1st of December, 1917, the Horncastle Head Office will be converted to a Salaried Sub-Office and transferred, together with its subordinate offices, to the control of the Postmaster of Lincoln.

The official addresses will be altered as follow:—

FROM	TO
Horncastle	Horncastle, Lines.
Ashby Puerorum, Horncastle	Ashby Puerorum, Horncastle, Lines.
Baumber, " "	Baumber, " " "
Belchford, " "	Belchford, " " "
Edlington, " "	Edlington, " " "
Hemingby, " "	Hemingby, " " "
Minting, " "	Minting, " " "
Tetford, " "	Tetford, " " "
West Ashby, " "	West Ashby, " " "
Wispington, " "	Wispington, " " "

There will be no change in the circulation of mails.

Mails to London.—On the days immediately preceding Christmas Day the usual vouching should be followed. The Great Western T.P.O. Night Mail Up will, however, run on the nights of Sunday, 23rd December, and Christmas Day, and the vouching to and from that Mail on those nights should be as it was on Sunday nights prior to the suspension of the Mail on Sunday nights. The Night Mail despatches to London on the night of Monday, 24th December, should be as on an ordinary Monday night as far as practicable.

Ipswich Sorting Carriage Down Day Mail.

Offices making up bags or bundles for this Carriage (excepting those Offices circulating correspondence for the Carriage through the Norwich S.C. Night Mail) should not, on the nights of the 20th, 21st and 23rd December, include correspondence for the First Division in such bags or bundles, and the First Division bags should accordingly be suspended. Correspondence for places in the First Division should be circulated "London Forward," "Suburban" or "Great Eastern Division," as the case may be—separate labelled bundles being made up as usual in the case of those towns the correspondence for which is ordinarily sent to the Ipswich S.C. in separate labelled bundles. The places in the First Division are:—

Battles Bridge.
Billericay.
Brentwood.

Chadwell Heath.
Chelmsford.
Ilford.

Ingatestone.
Romford.
Southend-on-Sea.

Upminster.
Wickford.

If direct Mails for any of these offices are ordinarily made up, they should, of course, be maintained.

Mails from London.—On the days up to and including Sunday the 23rd December the normal vouching will be followed. The Great Western T.P.O. Night Mail Down will, however, run on the night of Saturday the 22nd December and the vouching to and from that Mail should be as on a Saturday night prior to the suspension of the Mail on Saturday nights.

MONDAY, 24th DECEMBER.

Mails from London.—The Day Mails will be made up as on an ordinary Monday, but the Night and Midnight Mails will be made up and despatched from London as on a Saturday night, with a few exceptions respecting which Postmasters concerned will be notified by the Surveyors. The Great Western T.P.O. Night Down and the London and Derby S.C. will, however, run on the night of Monday the 24th December and the vouching to and from those Mails on that night should be as it was on a Saturday night prior to the suspension of the Mails on Saturday nights.

The Stamp Parcel bags usually despatched from the Postal Stamp Branch, Somerset House, on a Monday will be suspended on the 24th December.

CHRISTMAS DAY (TUESDAY).

The Mail Packet between Stranraer and Larne will run in both directions on Christmas Day. From Great Britain to Ireland on the night of 24th December and from Ireland to Great Britain on the 25th December the circulation for both Letters and Parcels should be the same as on ordinary week-nights.

Mails from London.—The Night Mails from London (Inland Section and District Offices) will be despatched as on Good Friday last, except where otherwise arranged. No Midnight Mails will be despatched from London.

Mails to London.—As far as practicable, Mails that would reach London on the evening of Christmas Day should be made up as on a Sunday. With certain exceptions specially arranged for, Mails via the Up Night T.P.O.'s and any other Mails due to reach London up to 8.30 a.m. on the 26th December, should be made up as on a Sunday night or Monday morning. In the case of Scotland, however, these Mails should be made up as on an ordinary Monday night.

Foreign Mails.—The Mails for places abroad will be despatched by such services as may be available. Inward Mails will arrive as on an ordinary day.

MAILS LOST AT SEA.**Mails from Sweden.**

A mail containing letters and parcels posted in Sweden approximately between the 6th and the 12th of October, has been lost at sea through enemy action.

Any enquiries for missing correspondence which was probably included in the lost Mail should be answered by a statement that the correspondence was probably lost at sea through enemy action, and that no compensation is paid by the Post Office for loss arising in such circumstances. If more definite information is required application should be made by the sender at the office of posting.

Mails for Greece.

A civil mail containing correspondence (except parcels) for Greece, and a mail containing correspondence for the British troops at Corfu, posted approximately between 23 September and 25 September inclusive, and parcels for the British troops at Corfu posted approximately between 31 August and 16 September inclusive, have been lost at sea through enemy action.

Registration with the Post Office does not cover losses due to acts of war; and no claims for compensation arising out of the loss of these Mails can accordingly be entertained.

Enquiries which cannot be answered with the information given above should be referred to the Office of Exchange through which the correspondence would have been circulated.

Cash on Delivery Service to the Sudan.

In working copies of the Supplement to the Post Office Guide for October the following alteration should be made:

Page 76. Entry "Cash on Delivery Service. (Pages 724 and 725)." Delete "Erkowit" in the list of Offices.

FOREIGN AND COLONIAL MONEY ORDER SERVICE.**Alterations in Rates of Conversion.**

The rates shown below should be substituted for those shown in the special statement issued with the Post Office Circular of the 31st of July:—

Country.	Rate for Orders payable abroad.	Rate for Orders payable in the United Kingdom.
Denmark, Farøe Islands and Iceland ...	13 kroner	_____
Netherlands and Dutch Colonies ...	10 florins 60 cents	_____
Norway	13 kroner	_____
Sweden and Finland... ..	10 kronor 80 öre	12 kronor 80 öre.
Switzerland	20 francs 50 centimes	_____

G.P.O. PARCEL OFFICE, LONDON.

From the 17th December to the 26th December, inclusive, the work of several of the divisions of the G.P.O. Parcel Office will be carried out in separate buildings as follows:—

Liverpool Street Division	"D" Block, Mount Pleasant.
Euston, Scotch, Irish Divisions	Iron Shed, Mount Pleasant.
King's Cross Division	Basement of Northern District Office.
Ships Division	"A" and "B" Blocks, Mount Pleasant.
Delivery Division	Basement of G.P.O. Parcel Office.

During the above-mentioned period all offices making up receptacles for any of these Divisions should include in those receptacles, instead of in those for the G.P.O. Parcel Office, all Registered, Express and Charged Parcels proper to the relative Divisions.

Telegrams relating to parcels for any of the Divisions mentioned and to parcel mails made up in any of those Divisions should be addressed to the Officer-in-Charge, Temporary Parcel Office, at the relative address as given below:—

Liverpool Street Division	"D" Block, Mount Pleasant, E.C.
Euston, Scotch, Irish Divisions	Iron Shed, Mount Pleasant, E.C.
King's Cross Division	N.D.O. Basement, N.
Ships Division	"A" Block, Mount Pleasant, E.C.
Delivery Division	Delivery Division, Mount Pleasant, E.C.

It will not be necessary to mention the name of the Division in the address of the telegrams, except in the case of the Delivery Division.

From the 17th December to the 30th December, inclusive, Parcels for delivery at Barking, Chadwell Heath, Enfield, Ilford, Ponder's End, Rainham (Essex), Romford, Upminster and Waltham Cross, which at ordinary times are due to circulate to the G.P.O. Parcel Office, should be placed in the separate receptacles for the Liverpool Street Division when such are made up; and from the 17th December to the 25th December, inclusive, parcels for Barnet, New Barnet and Potters Bar should be placed in the separate receptacles for the King's Cross Division when such are made up.

S.W.D.O. Separation of Town and Forward Parcels.

As the work of the Town and Forward Divisions of the S.W.D.O. will be carried out at different offices from the 18th to 25th December, inclusive, it will be necessary for all offices vouching with the S.W.D.O. during that period to make up separate Parcel Mails for S.W.D.O. Town and S.W.D.O. Forward (i.e., S.W. Sub-Districts) and to enclose in the respective Mails "N" Bills on which the "entry" parcels proper to the particular Division are advised.

Packing.

Attention is called to the necessity of securing, as far as possible, that all parcels tendered for transmission shall be packed in such a manner as efficiently to protect their contents against injury or loss in the post. Damage is frequently caused through the neglect of these precautions, and the attention of senders of any parcels which appear to be inadequately protected should be drawn to the matter.

Insufficiently protected parcels should only be accepted at the sender's risk. In such cases the counter clerk must write the words "Sender's risk" with his initials on the official label and on the certificate of posting, if one is given. (See Inland Parcel Post Rules.)

Use of "Tie-on" Labels.

Counter Officers should call the attention of the senders of parcels with "tie-on" labels to the risk of loss and delay likely to result through such labels becoming detached in transit; and should warn them that the Postmaster General does not accept liability for any loss arising from the detachment of "tie-on" labels. If a "tie-on" label is used the address should also be written by the sender on the cover of the parcel.

Cases frequently occur in which detached "tie-on" labels are fastened to the wrong parcels, and such mistakes give rise to much trouble and expense.

It is distinctly forbidden (see Inland Parcel Post Rules) to connect loose labels at random with parcels found without addresses, and care must be taken only to attach a loose label to an unaddressed parcel when it is absolutely certain that the label belongs to that particular parcel.

In no circumstances should a parcel be lifted by the label.

Parcels for Prisoners of War abroad other than Officers.

On and after the 1st of December, 1917, parcels addressed directly to prisoners of war abroad, other than officers, and bearing a special coupon will be presented by members of the public for transmission by post. The coupon will be of white paper with the words "Prisoner's Personal Parcel" printed in black letters and enclosed within a thick blue circle about two inches in diameter. Such parcels should be accepted without question and be circulated as for the G.P.O. Parcel Office; they should be packed in the manner laid down for officers' parcels in paragraph 16 of Section M of the Special Instructions (as amended by the Post Office Circular of 25th September, 1917). The coupons are obtainable by the sender on application to the Regimental Association which is responsible for the despatch of parcels to members of the Unit to which the prisoner belongs. The Association will also give information as to the articles which may be sent in personal parcels.

Parcels for prisoners of war other than officers which do not bear the special coupon must only be accepted if they are addressed to the care of an Association (see Section M, paragraph 8 of the Special Instructions).

Exportation on drawback by Parcel Post.

An arrangement will come into operation on the 1st of December whereby (1) cocoa preparations and composite goods containing sugar or other dutiable ingredients, and (2) articles in respect of which the import duty imposed by Section 12 of the Finance (No. 2) Act, 1915, has been paid may be exported on drawback by Parcel Post from the premises of exporters and from bonded warehouses.

The arrangement, so far as the Post Office is concerned, is similar to that already in force with regard to the exportation on drawback of British Manufactured Tobacco and Perfumed Spirits; and a note to this effect must be made against Rule 42 of the Rules for Head Postmasters and for Sub-Postmasters (Foreign and Colonial Parcel Post).

Loss of Parcel Mails for the Salonika Force.

A Parcel Mail for the Salonika Force containing parcels which reached the Army Post Office, London, for despatch between approximately the 1st of November and the evening of the 5th of November has been lost at sea through enemy action.

No compensation is paid by the Post Office for such losses; and any applications for missing parcels likely to have been included in the lost Mail should be answered at once by a statement to that effect.

Parcel Post to China.

The list of Chinese Post-Offices participating in the International Parcel Post which was issued with the Post Office Circular of the 16th of November, 1915, and amended by notices in the Post Office Circular of the 16th of May, 1916 and the 22nd of May, 1917, should be further amended as follows:—

Delete:

Anki (Fukien)	Kweihwahsien (Fukien)	Songlin (Chekiang)
Changpinghsien "	Liencheng "	Suining Sze (Szechwan)
Changpu "	Lungyenchow "	Suiyuanhsien (Kirin)
Chaoan "	Ninghwa "	Tienkiaotsang (Shengking)
Fengshih "	Samchowhü (Kwangtung)	Tingchowfu (Fukien)
Hapshan (Kwangtung)	Shanghang (Fukien)	Tunghianghsien (Chekiang)
Hochow Sze (Szechwan)	Shihshanchan (Shengking)	Yunghun (Fukien)
Howkai (Kwantung)	Sinshih (Chekiang)	Yünsiao "
Kaiyüan (Shengking)	Siokhe (Fukien)	

Insert in alphabetical order:

Chentsch (Kiangsu)	Kweiteh (Honan)	Szewui (Kwangtung)
Chihtang "	Liuho Ku (Kiangsu)	Tai pingfu (Kwangsi)
Chunglow (Kwangtung)	Mongkong (Kwangsi)	Taiwu "
Fankiatum (Shengking)	Namheung "	Tangshan Ku (Kiangsu)
Hinghwa (Kiangsu)	Pingnamyin "	Tanshuikow (Kwangtung)
Hwaiyüan (Anhwei)	Poseh "	Tatungfu (Shansi)
Kienchanghsien (Kiangsi)	Shikiu (Kwangtung)	Wonglin (Kwangtung)
Kienli (Hupei)	Siaoyi Ho (Honan)	Yangtzehsien (Kiangsu)
Kotong (Kwangtung)	Siulam (Kwangtung)	Yunghü (Kwangsi)
Kwaichow "	Sunwui "	
Kwanyintang (Honan)	Szetsin "	

Foreign and Colonial Service Baskets and Protectors.

If during or after the period of Christmas and New Year Pressure any Baskets and Protectors provided for Foreign and Colonial Services are observed they should be returned to the G.P.O. Parcel Office, London, as soon as possible. Such baskets and protectors are readily distinguished by a letter and number either painted (in white on a black surface) on the wicker, or stencilled on the bag mouth of the protectors.

Note.—Empty plain wicker receptacles and empty plain parcel bags should be returned to the proper "centre" and on no account should they be sent to any office in London.

Despatch of Express Mail Letters and Parcels on Bank Holiday, Wednesday, 26th December.

Express Mail Letters and Parcels should be accepted as usual at such Offices as may be open, but the senders should be informed that many of the ordinary Day Mails are suspended on Bank Holidays, and that the Letters and Parcels will not in most cases be despatched to their destination until the Night Mails.

Express Delivery.

Care should be taken that all Express Mail Letters and Parcels are treated during the Christmas Season in accordance with the Express Delivery rules. Postmasters should see that all officers, both regular and temporary, employed in despatching and receiving Letter and Parcel Mails at the Christmas Season are made acquainted with Express Delivery Rules No. 103 to No. 112 inclusive.

Articles found loose.

Attention is drawn to the importance of dealing promptly and carefully with articles found loose in the Post, especially during the Christmas pressure. The number of these articles is now so great that they cannot be identified when applications for them are received, unless accurate particulars of the date and place of finding (whether in a Letter Sorting Office, Parcel Office, Pillar Box, &c.), are stated. These particulars should be supplied on Form 122 which should be forwarded with the articles as early as possible to the proper Returned Letter Branch—[see Rule 166, Rules for Head Post Offices, Part II]. It would be well to enter coin, jewellery, postal orders, and postage stamps on a separate list, and these should be forwarded, when the rule requires it, under registered cover.

Correspondence for the Money Order Department, London.

At all Offices where direct bags or bundles are made up for the Northern District Office, London, all correspondence for the Money Order Department should be selected from the 20th to the 24th December inclusive, and on the 31st December, and be forwarded either in a separate labelled bundle or tied up with the letter bill.

Returned Letters, Parcels, &c.

TO HEAD POSTMASTERS IN ENGLAND, WALES, AND IRELAND.

Letters.—No Returned Letter Bag (or Bundle) is to be made up on the 24th or 25th December. The undelivered letters which would in ordinary course be forwarded to the Returned Letter Section, London, or to one of the Returned Letter Branches on those days are to be held over till Wednesday, the 26th December.

Parcels.—It is important that undelivered Parcels should be sent to the Returned Letter Section or Returned Letter Branch, as the case may be, on the nights of the 25th and 26th December.

Omission of Clock-Time from obliterating Date Stamps.

From the 21st to the 24th December, inclusive, clock time should be omitted from all obliterating date-stamps at Head Offices. The arrangement should also be extended to any Sub-Offices where ordinarily there are not less than six changes of type during the day, if, in the opinion of the Postmaster, an appreciable saving of time and labour would be effected thereby.

Suspension of use of Letter-box tablets.

The use of time indicator tablets for posting boxes in Head Office and Salaried Sub-Office town delivery areas may be suspended on the 22nd, 23rd and 24th December at the discretion of Postmasters, subject to the condition that in all cases, when the final collections are made, tablets shall be exhibited showing the hour of the first collection on the following day.

Suspension of Combined Vouching during the Christmas Season.

This year the arrangement for the suspension of Combined Letter and Parcel Mails (both inwards and outwards) and the substitution of separate Letter and Parcel Mails will be confined to the Offices mentioned below. The period of suspension will be from 12 (noon) on the 20th December to 12 (noon) on the 25th December except where otherwise stated.

LONDON.

Inland Section	South Western District Office	North Western District Office
Western District Office	Eastern " "	
Paddington " "	Northern " "	

PROVINCES.

WESTERN DISTRICT.

Bath
Devonport (18th noon—25th
Exeter Dec. noon)
Newton Abbot
Plymouth (18th noon—25th
Taunton Dec. noon)
Weston-super-Mare

NORTH MIDLAND DISTRICT.

Derby
Leamington Spa
Northampton
Peterborough

SOUTH WALES DISTRICT.

Bridgend
Cheltenham
Gloucester
Hereford
Llanelly
Malvern
Neath
Newport (Mon.)
Swansea
Worcester

NORTH WALES DISTRICT.

Chester
Crewe
Shrewsbury
Stafford

BIRMINGHAM DISTRICT.

(17th noon to 25th Dec. noon.)

Birmingham
Wolverhampton

SOUTH WESTERN DISTRICT.

All Offices
Suspension to commence at
noon on 19th December at
Portsmouth

NORTH EASTERN DISTRICT.

Darlington
Durham
Lincoln
Middlesbrough
North Shields
South Shields
Stockton-on-Tees
York

NORTH WESTERN DISTRICT.

Carlisle
Carnforth
Oldham
Preston

SOUTH EASTERN DISTRICT.

Chatham
Cranbrook
Croydon
Eastbourne
Folkestone
Hastings
Maidstone
Red Hill
Tunbridge Wells

SOUTH MIDLAND DISTRICT.

Bletchley
Oxford
Reading
Slough
Swindon
Watford (inwards only)

MANCHESTER DISTRICT.

Manchester
Stockport

LIVERPOOL DISTRICT.

Liverpool
Birkenhead
Douglas
Warrington

EASTERN DISTRICT. (20th—26th Dec. inclusive.)

Bury St. Edmund's
Cambridge
Great Yarmouth
Ipswich
King's Lynn
Newmarket
Norwich
Southend-on-Sea

WEST YORKSHIRE DISTRICT.

Leeds
Batley
Bingley
Cleckheaton
Dewsbury
Ilkley
Keighley
Otley
Shipley
Skipton
Wakefield

BRIGHTON.

LEICESTER.

SHEFFIELD.

NEWCASTLE-ON-TYNE. (19th noon—26th Dec. noon)

SOUTHAMPTON.

BRISTOL.

CARDIFF.

(17th morning—25th Dec. noon)

HULL.

NOTTINGHAM.

Shoreham Camp B.O.

The hours of public business are now 9 a.m. to 6 p.m.

Instructions as regards the Special Postal Arrangements, &c., affecting Sailors and Soldiers on Active Service and Prisoners of War.

With reference to the notice on the above subject which appeared in the Post Office Circular of the 27th of March last, the last sentence of paragraph 1, Rule 3, Section D of the above Instructions should be amended to read as follows:—

"The form, when the particulars of registration have been entered on it, should follow the circulation of the Registered letter as far as the office which despatched it either to the E.C.D.O., the Foreign Section or the Army Letter Office, and should then be forwarded directly to the Officer Commanding, Home Depot, R.E.P.S., Regent's Park, London, N.W. 1, showing definite particulars of despatch to either the E.C.D.O., the F.S. or the Army Letter Office."

FOREIGN AND COLONIAL MAILS.

Parcel Post to Switzerland, Spain, the Canary Islands, Portugal, Portuguese West Africa and the Cape Verd Islands.

Parcels may again be accepted for transmission by post to Switzerland, Spain, the Canary Islands, Portugal, Portuguese West Africa and the Cape Verd Islands.

Parcel Post to Brazil.

With reference to the notice in the Post Office Circular of the 4th instant, parcels for Brazil may now be accepted for transmission by sea direct at the undermentioned rates of postage:—

Parcels not exceeding—					
3 lb.		7 lb.		11 lb.	
s.	d.	s.	d.	s.	d.
2	6	3	6	3	6

These rates will supersede those announced as applicable to parcels for Brazil in the Post Office Circular of the 2nd of October last. The relative entries in Columns 2 and 4 on page 658 of working copies of the April, 1917, edition of the Post Office Guide should be amended accordingly. For the existing entry in Column 3 the word "Irregular" should be substituted; and from the entry in Column 8 on page 659 (as amended by the Supplement for October, 1917) the words "and any articles.....direct sea route" should be deleted.

All parcels for Brazil should in future circulate to Liverpool.

FOREIGN AND COLONIAL MONEY ORDER SERVICE.

Alterations in Rates of Conversion.

The rates shown below should be substituted for those shown in the special statement issued with the Post Office Circular of the 31st of July:—

Country.	Rate for Orders payable abroad.				Rate for Orders payable in the United Kingdom.
Denmark, Farøe Islands and Iceland	14	kroner	15 kroner 50 öre.
Norway	13	kroner 70 öre
Sweden and Finland	12	kronor 80 öre	11 kroner 20 öre.
Switzerland	20	francs 20 centimes
Tunis	27 francs 40 centimes.

Reply Coupons.

The Portuguese Colony of Macao participates in the Reply Coupon System. The sign "†" should be inserted against "Macao" in Column 1 at page 626 of working copies of the Post Office Guide.

POST OFFICE RELIEF FUND.

A revised notice giving particulars of the work of the Fund is being distributed with this issue of the Post Office Circular, to take the place of the notice dated August 1916.

Heads of Departments, Postmasters, &c., will, it is hoped, be able to arrange for the exhibition of this notice in positions where it will be seen by the staff generally. The local Secretary, or other representative, should insert his name in the space provided for the purpose, before the posters are placed on exhibition.

Additional copies of the notice and subscription lists can be obtained on application to the Honorary Secretary, Post Office Relief Fund, St. Martin's-le-Grand, London, E.C. 1.

REGISTERED LETTERS.

Advice by Total Number.

Commencing with the first despatch on the 10th December, registered letters sent in a registered letter bag from any Office at which a second officer is available to check the despatch should be advised by total number, instead of by individual particulars, to any Office at which a second officer is available to check the receipt. The Head or Sub-Postmaster of any Office at which any registered letter bag is normally opened at a time when only one officer is on duty should at once give notice to the Postmaster or Sub-Postmaster of the despatching office in order that arrangements may be made to advise any registered letters sent in such a bag by individual particulars in the ordinary way.

The term "Registered Letter" in these instructions includes any Inland registered postal packet (other than a parcel) and any Foreign or Colonial registered or insured postal packet (other than a parcel).

Registered letters for the Expeditionary Forces enclosed in registered letter bags labelled "Expeditionary Force, Foreign Section, London," and despatched to the Eastern Central or Foreign Section should be included in the new system.

The total number of registered letters enclosed in a bag must be advised in words—not in figures. The form of advice must be prepared in duplicate; the under copy must be enclosed with the letters and the upper copy retained as a record.

In order that Official Remittance letters, Express registered letters, Insured Boxes accompanied by "C" dockets, Cash on Delivery letters and Election Writs may be selected and dealt with as soon as the bag is opened, the number of such articles must be shown on the Advice form below the total number. In the case of Cash on Delivery letters the total amount of the Trade charges must also be shown, and, as an exception to the general rule, the name of the Office of Posting and the Registration No. of each Election Writ must be entered on the Advice form, or, if there is insufficient room there, on a separate list which must be pinned to the Advice form.

Letters accompanied by A.R. Forms, compulsorily registered letters, Insured letters and Insured Boxes not accompanied by "C" dockets should be included in the total number without special remark.

The number of registered letters enclosed in a bag must be checked by a second officer both at the time of making up and on opening in the registered letter enclosure. The checking officers must be specially scheduled for the duty. They, as well as the despatching and opening officers, must initial the Advice form; any erasure or alteration made on the form before despatch must be initialed by both the despatching and the checking officer.

If the number or description of the registered letters received does not agree with the particulars advised, the despatching office should be communicated with by telegraph, if possible, and a report should be made on form Postmasters No. 29. In the case of a bag from a Sub-Office or a small Head Office, if the number of registered letters received is less than the number advised, the particulars shown on the registration labels should be entered on the report form or, if necessary, on a separate piece of paper which should be attached to the form.

Where two or more registered letter bags are made up for the same despatch a separate Advice form should be enclosed in each bag. The forms should be numbered consecutively and the word "Final" should be written on the last. This procedure should be followed whether the letters are advised by total number or individually.

The method of advice by total number is shown in the following copy of the form of advice, Postmasters No. 1160, which has been prepared. Books of duplicate copies of this form will be issued to all offices requiring them as soon as the necessary supplies can be obtained. Meanwhile, the small registered letter lists, Postmasters No. 1047 or Postmasters No. 1045, should be used, any necessary particulars being entered in manuscript.

Abnormal sales of Health Insurance Stamps.

Postmasters and Sub-Postmasters should make application in good time for a supply of Health Insurance Stamps sufficient to meet any extra demand likely to be experienced about the end of the present Insurance period, which expires on the 29th December, 1917.

Post Office Guide—Issue of Supplement.

A new Supplement to the Post Office Guide will be issued in the course of a few days. The usual distribution will be made by the Controller, Post Office Stores Department. The new Supplement corrects and amplifies, where necessary, the information contained in the Post Office Guide of last April. The Supplement issued in October will be out of date on the 1st of January, 1918, and instructions as to its disposal will be announced in next week's Post Office Circular.

The Supplement, as well as the Guide, should be consulted on questions of rates, hours of business, &c., by all officers concerned.

The April (1917) Guide remains on sale together with the new Supplement. The stocks of either should be replenished by requisition in the usual way on form Postmasters No. 63. Counter Officers should draw attention to both the Guide and the Supplement when application is made for either of them by the public.

Postman's Delivery Return—Postmasters No. 14.

It has been decided to abolish the Postman's Delivery Return (Postmasters No. 14). Its use should be discontinued and any copies in stock should be treated as waste.

Express Delivery Rules.—Rules for Postmasters and Sub-Postmasters at Money Order Offices regarding Postal Order and Old Age Pension Business.

Correction Slips (No. 15) to the Express Delivery Rules, and (No. 10) to the Rules for Postmasters and Sub-Postmasters at Money Order Offices regarding Postal Order and Old Age Pension business are issued with this Circular. Copies of the books should be amended accordingly, the officers responsible making the necessary entries in and initialling the tables at the beginning of the books.

Remittances.

It is anticipated that Banks will not be open for business on Tuesday the 1st January.

Postmasters and Sub-Postmasters who receive their remittances through Banks, and who require funds (other than "fixed remittances") for use on that day should despatch their applications in time to reach the Metropolitan Office of Account not later than 10.30 a.m. on Saturday the 29th inst. In the case of funds required for use on Wednesday the 2nd January, the applications should reach the Metropolitan Office of Account by mid-day on Monday the 31st inst.

"Fixed remittances" which would ordinarily be due on Tuesday the 1st of January will be available, and should be obtained, and brought to account, on Monday the 31st inst., in addition to the amount, if any, normally obtainable on that day.

Sub-Offices—Alteration of Designation and Address.

The designation of Low Prudhoe S.O. has been altered to Prudhoe Station S.O. and the status to that of an Independent Sub-Office with the address Prudhoe Station, Northumberland. The address of the undermentioned Sub-Offices has also been changed:—

FROM		TO		Character of Office.
Ovingham, Northumberland	Ovingham,	Prudhoe Station,	
Ovington,	Ovingham, Northumberland..	Ovington,	Northumberland	T Ex., M.T. nS.
Prudhoe,	"	Prudhoe,	"	T Ex., M.T. M. nS.
West Wylam Colly.,	"	West Wylam Colly.,	"	

The circulation should be the same as that formerly followed in the case of correspondence for Ovingham S.O.

Allowance for Spoiled Stamps.

With reference to Rule 58 of Rules for Head Postmasters, Part II., and Rule 114A of Rules for Sub-Postmasters, the following further corrections should be made in the List issued with the Post Office Circular of the 31st of December, 1912, of Postmasters and Sub-Postmasters authorized to deal with claims for allowance in respect of spoiled stamps.

Insert :—Seaford.

Delete asterisk in the case of :—

Bishop's Stortford

Bourne

Bridgwater

Crewe

Egham

Keighley

Kingsbridge

Lincoln

Peterborough

Ross

Tavistock

Whitehaven

BOOT ALLOWANCES.

It has been decided to grant a temporary non-pensionable increase in the amount of all boot allowances paid to Postmen, Porters, &c., to meet the present exceptional conditions. The temporary addition will, for the present, be at the rate of 100 per cent, but it will be liable to revision or withdrawal at any time if the circumstances alter. The concession will not apply to men who are serving with the forces.

Additional payment in respect of last half-year should be made this week to all officers concerned and all payments thereafter should be at double rate until further notice.

This announcement affects only officers who are entitled to boot allowances under existing regulations.

Christmas Numbers.

The Christmas Numbers of the undermentioned registered newspapers are **not** transmissible at the newspaper rate of postage. Any copies prepaid at that rate should be charged in accordance with the regulations :—

Irish Weekly Independent.

Sheffield Independent.

Yorkshire Telegraph and Star.

The Numbers are not transmissible by Magazine Post to Canada and Newfoundland.

Channel Islands.—Winter Mail Service.

From the 10th instant till the 4th of March, 1918, the service between the English mainland and the Channel Islands will be as follows :—

From England.....	{ Viâ Southampton—Monday and Friday.
	{ Viâ Weymouth—Wednesday and Saturday.
From Jersey and Guernsey..	{ Viâ Southampton—Wednesday and Saturday.
	{ Viâ Weymouth—Monday and Friday.

Post Office Guide.—Alterations and Additions.

- Page 150.—*Under* Abertillery, Mon., *re-insert* Blaenau Gwent | M. | .
 " 177.—Belmont, Sutton. *Delete entry.*
 " 181.—*Under* Birmingham, *delete* Broad Street and Corporation Street.
 " 195.—Bridge of Turk, Callender, Perthshire. *Delete entry.*
 " 264.—*Under* Enfield Wash, Ponders End, Middlesex, *insert* Enfield Lock | M. | .
 " 357.—Ludborough, North Thoresby, Lines. *Delete M.*
 " 370.—Mileham, Swaffham. *Delete M.*
 " 415.—*Re-insert* Railway Terrace, Darite, Liskeard.
 " 517.—*Re-insert* Bethnal Green, Green Street, E. 2.
 " 522.—Finsbury Park, Green Lanes (347), N. 4. *Delete entry.*
 " 529.—*Insert* Notting Hill, Archer Street, Westbourne Grove (224), W. 11.

DAMAGED PACKETS.
Introduction of new Label.

Supplies of a new label, Postmasters No. 125, will shortly be distributed to all Provincial Head Post Offices and London District and Sub-District Offices. The introduction of this label will render form Postmasters No. 209 unnecessary, except where the circumstances make it desirable that the cause of the damage should be explained personally at the time of delivery, e.g., where a packet has been damaged by a fire in a letter box.

TELEGRAPHS.

New Year's Day.—Scotland.

All Telegraph Offices will be open on New Year's Day as on a Sunday for the transaction of Telegraph and Telephone business. Counter Clerks at English, Welsh, and Irish Offices should warn the senders of telegrams or persons making trunk calls to places in Scotland that Offices in that part of the Kingdom are open only as on Sunday.

Deferred Telegrams.

It is observed that telegrams are still frequently accepted at the deferred rate, for transmission by the route of one or other of the North Atlantic Cable Companies, to places in North America and the West Indies. Special attention is, therefore, drawn to the notice of the suspension of the Deferred Service by those Companies, which appeared on page 76 of the October Supplement to the Post Office Guide under the heading "Deferred Rate."

TELEGRAPH MONEY ORDERS.

Issue of Telegraph Money Orders for payment in Scotland and the North of England on New Year's Day, 1918.

On New Year's Day, Money Order business will be wholly suspended at all offices in Scotland and wholly or partially suspended at some offices in the North of England.

Remitters of Telegraph Money Orders for payment in Scotland and the North of England should be warned accordingly.

Parcel Post for Italy.

Parcels may again be accepted for transmission to Italy, except those for civil addresses in the Provinces of Udine, Vicenza, Treviso, Padua, Venice and Belluno.

Parcel Post to Spain, Portugal, Brazil, &c.

Until further notice parcels (except those for Prisoners of War) for Spain, the Canary Islands, Portugal, Portuguese West Africa, the Cape Verd Islands and Brazil must not be accepted for transmission by post.

FOREIGN AND COLONIAL MONEY ORDER SERVICE.**Alterations in Rates of Conversion.**

The rates shown below should be substituted for those shown in the special statement issued with the Post Office Circular of the 31st of July:—

Country.	Rate for Orders payable abroad.	Rate for Orders payable in the United Kingdom.
Argentine Republic	4 pesos 30 centavos	_____
Denmark, Farøe Islands and Iceland	14 kroner	_____
Japan	9 yen 37 sen.
Netherlands and Dutch Colonies	10 florins 40 cents	_____
Norway	13 kroner 70 öre	_____
Sweden	12 kronor 40 öre	_____
Switzerland	20 francs 20 centimes	_____
Uruguay	3 pesos 80 centesimos	_____

Loss of Pass Cards.

The Pass Cards, particulars of which follow, are missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting one of these cards or using it as a credential.

NAME.	NUMBER.	NAME.	NUMBER.
J. J. Hunt	E. 8896	A. C. Speller.....	E. 11518
J. I. Flack.....	E. 10965	J. H. Davy	E. 11301

PROHIBITED ARTICLES.

INLAND POST.—Advertising Circulars—Money Lending, Betting and Competition Circulars prohibited.

Notices with regard to advertising circulars appeared in the Post Office Circulars of the 27th of March, page 119, and of the 3rd of April, page 127. A further Order has now been issued by the Board of Trade entitled "Paper Restriction (Posters and Circulars) Consolidation Order, 1917," and dated the 22nd of October, 1917. This Order revokes previous paper restriction orders and necessitates the cancelling of the notices in the Circulars referred to.

In the new Order the expression "advertising circulars" is by Clause 6 defined to include "advertisements (other than posters), issued gratuitously and printed or written on paper, cardboard or other similar material; tradesmen's catalogues and price lists; advertising sheets or periodicals in the form of a newspaper or magazine, whether registered as a newspaper or not, which are distributed gratuitously and of which advertising is the main and not merely an ancillary purpose, diaries, almanacks and calendars issued gratuitously and containing advertising matter." The revoked orders excepted from prohibition advertising circulars despatched through the post in pursuance of a request in writing from the addressee and catalogues or price lists sent from trader to trader. The new Order provides (Clause 7) that "save as is hereinafter provided no person shall issue or despatch any advertising circular, either by post, by hand, in the form of inset or otherwise, whether the same is issued or despatched by a trader to a trader, or in response to a request in writing or otherwise." The exceptions covered by the words "save as is hereinafter provided" (which in the main are temporary) are embodied in Clauses 8 to 12 of the Order and are of such a nature as to render it difficult for a Post Office servant to determine whether the senders of any advertising circulars found in the post have or have not complied with the Order. **The only rule, therefore, which can at present be laid down is, that if a Postmaster should be requested by a police officer of a rank not below that of Inspector to detain any advertising circulars found in the post and purporting to be sent by a named person, the Postmaster should comply and should report the matter with a specimen circular to Secretary, London, Dublin or Edinburgh.**

Clause 13 provides, however, without qualification, that "No advertising circular shall be made, printed, issued, despatched or exhibited for, by or on behalf of any registered money lender, bookmaker, commission agent for the making or placing of any bets or wagers, or by the promoters or persons interested in any guessing competition or test of skill." Further, although the order generally relates to the Inland Post only, this prohibition is extended by Clause 16 to any such advertising circulars to be despatched abroad. Any infringement of the Order is a summary offence under the Defence of the Realm Regulations. Every Postmaster should, therefore, stop and submit to the Secretary, London, Dublin or Edinburgh, any postal packet observed to contain any circular which in his opinion comes within the description given in Clause 13 above. If the packet be one of a batch the submission of a specimen will suffice. The Postmaster will be informed whether the stoppage is confirmed. He should note that betting agents' advertisements are now prohibited **whether or not they relate to business prohibited by the Betting Houses Acts,** but that advertisements sent by tipsters are not prohibited.

The paragraph at page 18 of the Post Office Guide as to lottery, betting, and fortune telling advertisements will, as a consequence of this Order, be altered to read as follows:—

The transmission by post of any postal packet containing

- (a) any advertisement or ticket relating to a lottery at home or abroad; or
- (b) any advertisement issued by or on behalf of any person at home or abroad offering to tell fortunes; or
- (c) any advertisement issued by or on behalf of any registered money lender, bookmaker or commission agent for the making or placing of any bets or wagers, or by the promoters of, or persons interested in, any guessing competition or test of skill,

is also prohibited.

Any person who asks a Postmaster to advise him as to the operation of this Order should be referred to the Secretary to the Royal Commission on Paper, Central House, Kingsway, London, W.C. 2, or to the Chief Local Officer of Police.

The Order applies to Great Britain and Ireland but does not (unless specially applied) apply to the Channel Islands and to the Isle of Man.

Magazine Post to Canada and Newfoundland.

The following alteration should be made in the printed list of periodicals placed on the register:—
Insert Exchange Shipping Monthly (20, North John Street, Liverpool).

Cancellation of Currency Notes withdrawn from circulation.

With reference to the notice in the Post Office Circular of 16th October, 1917, the stamp impression "Withdrawn from circulation by the Post Office" should not be applied to notes fit for re-issue, but should be strictly confined to such notes as are unfit for re-issue through being mutilated or otherwise spoilt. Notes which are fit for re-issue should not in present circumstances be remitted to the Metropolitan Offices of Account.

REGISTERED LETTERS.

Advice by Total Number.

The system of advice by total number should not be applied to registered letters sent in a registered letter bag to or from the Returned Letter Section, London, or a Returned Letter Branch. All such registered letters should be advised by individual particulars.

Form Postmasters No. 416.—Undertaking to pay Customs Charges.

This form has been revised and reprinted, and supplies of the new print will shortly be distributed. Copies of the previous prints remaining in the hands of Postmasters should be treated as waste when the new forms are received.

Channel Islands.—Winter Mail Service.

The introduction of the restricted service announced in the Post Office Circular of the 4th instant has been postponed.

LICENCE DECLARATION FORMS FOR 1918.

TO POSTMASTERS AND SUB-POSTMASTERS IN CHARGE OF MONEY ORDER OFFICES
THROUGHOUT THE UNITED KINGDOM.

The declaration forms described below have been reprinted for use in 1918.

	England & Wales.	Scotland.	Ireland.
Declaration form for Establishment Licences (whole year)	No. 1	No. 132	No. 1
Declaration form for use by Medical Practitioners and Veterinary Surgeons (whole year)	No. 1A	No. 132D	No. 1A
Declaration form for Hackney Carriage and Hackney Motor Car Licences (whole year)	No. 3	(not stocked)	

Supplies should be requisitioned without delay by Head Postmasters in England and Wales and by London District Postmasters from the Controller, Post Office Stores Department, Studd Street Depot, London, N. 1. The forms should be requisitioned on the usual quarterly requisition form, or on the supplementary requisition form (Postmasters—No. 1056). Form No. 34A should not be used for the purpose. Provincial Sub-Postmasters in England and Wales should obtain their supplies from their respective Head Postmasters. London Sub-Postmasters and Officers in charge of Branch Offices in London should obtain their supplies from the Stores Department by requisition on the usual monthly or quarterly requisition form, or from their respective District Postmasters.

Head Postmasters and Sub-Postmasters in Scotland and Ireland should obtain their supplies from the Comptroller of Stamps and Taxes, Edinburgh or Dublin, as the case may be.

It is important that the proper forms only should be supplied to the public, and be accepted from them, in respect of Licences issued on and from the 1st January next. The stock of obsolete declaration forms in hand at the close of business on the 31st instant should be treated as waste.

TO POSTMASTERS AND SUB-POSTMASTERS IN CHARGE OF MONEY ORDER OFFICES IN
ENGLAND, WALES AND SCOTLAND.

Postmasters and Sub-Postmasters are reminded that a stock of declaration forms for use by persons claiming exemption from Dog Licence duty, viz.:—

Form 7—1 for use by a Shepherd,
7—2 " " Farmer,
" 7—3 " " an Occupier of a Sheep farm,

should be kept at all Money Order Offices at which there is likely to be a demand for them.

As regards England and Wales, supplies should be requisitioned without delay in the same manner as Forms Nos. 1, 1A and 3.

As regards Scotland, the forms will be supplied by the local Officer of Customs and Excise on application.

POST OFFICE



CIRCULAR.

THURSDAY, 13 DECEMBER, 1917.

No. 2383.

CHRISTMAS ARRANGEMENTS, 1917.

Postmasters have been or will be informed by their Surveyors of all alterations in ordinary vouching, and of all special vouching arrangements (with the exception of those referred to in this Circular) that will be necessary during the Christmas Season. Owing to the conditions caused by the War, the normal arrangements should not be disturbed unless the circumstances are very exceptional.

Special care must be taken that the ordinary regulations relating to the following important matters are not overlooked during the period of pressure:—

Discretionary power of Postmasters to detain Circulars.

Earlier return of Postmen (R) on the 25th and 26th of December; and, in Scotland, on the 1st of January.

Preparation of Mail Bags for despatch by apparatus.

Relief Mails.

Secure tying of bundles of letters; very large bundles not to be made up.

LETTER MAILS.

Newspaper and Enclosure Bags.—Special newspaper and enclosure bags for the Inland Section and other London Offices need not be made up this year.

Letters to be sorted by Day Mails.—At Offices where, for the Night Mails, "London" letters are usually sorted into Postal Districts, and "London Forward" letters into Railway Divisions, the same sorting should, if possible, be performed for all other Mails on the 21st, 22nd, 23rd and 24th December, whether such a course be usually followed or not. On the 22nd, 23rd and 24th December, the Foreign and Colonial letters should be tied up in a separate bundle labelled "Foreign."

Plain Bags despatched from London to the Provinces, with linen labels attached to the neck, should be returned without delay.

Newspaper Bags.—The arrangement by which Newspaper Bags containing Newspapers and Packets were, prior to Christmas Season, 1915, made up by all despatches from London (Inland Section), both for Head and Sub-Offices, between midnight on the 22nd December and 12 noon on the 25th December will not be carried out this year. The ordinary arrangements will be maintained.

BANK HOLIDAY, WEDNESDAY, 26th DECEMBER.

Mails to and from London.—The Night Mails should be despatched as on an ordinary Bank Holiday.

Letter Bills contained in Special Bags.

The Letter Bills enclosed in all Special Bags made up at stationary Offices during the Christmas and New Year Season should be marked "Special," together with the time of despatch, *but should on no account be numbered.*

The consecutive numbering of the ordinary letter bills should not be interfered with.

Return of Stencilled Bags.

Inconvenience has been experienced in past years through the surplus *Stencilled* Bags for London being retained at Provincial Offices until late in January. Postmasters are requested to return all such Bags to the Bag Room, Inland Section, London, not later than January 6th, 1918.

Insufficiently Prepaid Letters, &c.

There is reason to believe that large numbers of letters, &c., insufficiently prepaid, escape detection during the Christmas Season, owing perhaps in a great measure to pressure of business. Such letters should be searched for with special vigilance, not only at the Office of posting or delivery, but also at the forwarding Offices, and should be duly surcharged. Postmasters are requested to make every possible effort to prevent loss of revenue being occasioned by inattention to this duty.

Postmasters should take care to make the public acquainted, as far as possible, with the proper amount of postage to be prepaid on letters, newspapers, &c., whether for delivery in this country or for transmission abroad.

Christmas and New Year Cards prepaid at the halfpenny rate.

Special attention is directed to the fact that large numbers of the Christmas and New Year Cards which are posted every year for transmission to places abroad at the reduced rate of postage applicable to printed papers ($\frac{1}{2}$ d. per 2 oz.) have to be stopped and returned to the senders (or destroyed if they do not bear the senders' names and addresses) because they contravene the Postal Union regulations respecting printed matter set forth on pages 54 to 56 of the Post Office Guide. It should be particularly borne in mind that Christmas or New Year Cards cannot be sent at the rate for printed papers unless they can be easily withdrawn from their covers for examination, or if they bear writing other than a dedication to the addressee within the limit specified in the next paragraph. Cards sent in closed envelopes which merely have the corners cut off infringe the regulations; and many packets made up in this manner are stopped and returned to the senders (or destroyed) every year.

Both in the Inland and Foreign Services the regulations allow conventional complimentary greetings, not exceeding five words or initials, to be written on Christmas and New Year Cards sent at the Halfpenny Rate.

Christmas and other cards addressed to neutral countries in Europe or America are liable to be stopped by the Military Censors if they bear any kind of picture, whatever the subject, unless posted under a permit from the War Office. A notice regarding such cards appeared in the Post Office Circular of the 4th September, 1917.

PARCEL POST.

Inland Parcel Mails.—19th December to 1st January inclusive (excepting Sunday, 23rd December and Christmas Day).

Arrangements have been made for special relief and supplementary Parcel Mails between various Offices, and each Postmaster will be instructed by his Surveyor as to the times of despatch and receipt of such Mails. The Night Mail despatches of Saturday, the 22nd December, should be made as on an ordinary week night (so far as the train service will allow) with the addition of any special Mails arranged for.

Sunday, 23rd December & Christmas Day (Tuesday).

Mails from London.—Special arrangements have been made with regard to the despatch of Mails from London, and each Postmaster will be instructed by his Surveyor as to the times of receipt.

Mails to London.—The ordinary Sunday Mails should be made up, except in a few cases where additional Mails have been arranged for.

Overdue Parcel Mails.

The pressure is so great at some Railway Stations during the Christmas Season that it is not always possible to forward parcel receptacles by the trains pre-arranged. If a receptacle is not received by the proper train, the arrival of the following train should be awaited before a telegram is sent—see Post Office Circular, 13th July, 1915.

Despatch of Direct Relief Mails.

If it is observed that a large number of letters or parcels can be sent to any particular office for which ordinary or special mails have not been arranged, Postmasters should despatch a special Mail, using the best means of advising the office of destination. A direct bag should be made up for the relief of a Travelling Post Office when there are as many as 100 letters available, and for the relief of a Forward Office when there are 150 letters available. A special Parcel Mail should be despatched when there are eight or more parcels available for direct despatch.

Manuscript Labels on Letter and Parcel Bags.

The addresses on labels attached to Letter and Parcel Mails should be written boldly and legibly in ink, or black indelible pencil without abbreviations. In no circumstances should labels be addressed with ordinary black-lead pencil or with violet indelible pencil.

When it is necessary to show on the label the name of the Office of Origin this should also be done in ink or black indelible pencil and not by means of a date-stamp impression.

General Arrangements of Parcel Post Service.

A delivery of Parcels will be made on Christmas Day in London and, with some exceptions, in all Towns and rural districts in England and Wales, and Ireland. Scotland will not be affected as the arrangements in that country are the same on Christmas Day as on ordinary week-days.

Additional space will be required for Parcel Post Receptacles in the trains by which Parcel Mails are conveyed, but, as the actual requirements cannot be foreseen with any approach to accuracy, the Postmasters at large Offices should, as soon as the final arrangements are made, place themselves in communication with the Station Masters, and furnish them with all the information in their power to enable them to judge what provision should be made.

In packing parcels for despatch, special care should be taken to see that the bags are tied close down to the parcels, so that the parcels may be kept in position throughout the journey.

Registered, "Charged," Foreign and Colonial, Cash on Delivery, and Express Mail Parcels.

During the Christmas and New Year Season, commencing on the 20th December, those Foreign and Colonial Parcels which are still advised on the "N" Bill, and also any Registered, Charged, Cash on Delivery, or Express Parcels despatched to any Office, should be placed in an enclosure bag when there are **THREE OR MORE** parcels for despatch at one time in respect of which entries have to be made upon the Parcel Bill "N." The enclosure bag need not be sealed. It should be folded or tied with string, or have the neck twisted, and should be placed in the final receptacle, at the top. Each enclosure bag should contain a separate "N" Bill, or List, endorsed "Enclosure Bill (or List)," on which the parcels should be advised instead of on the Bill sent in the outer receptacle.

The enclosure bag should be specially advised in the space provided for particulars of registered parcels on the ordinary "N" Bill forwarded in the outer receptacle, e.g., "One enclosure bag." Old mail bags or hessian bags should be used for enclosure bags.

If it is necessary to forward an enclosure bag or enclosure bags in any receptacle other than the final receptacle every such receptacle should contain an "N" Bill upon which the enclosure bag or bags should be advised.

It should be understood that at offices where separate Foreign and Colonial Receptacles are made up during the Christmas Season, Insured, Cash on Delivery, and Foreign Express Parcels, as well as Charged Parcels, should be placed in an enclosure bag for the Foreign and Colonial Division.

Poster.—War Trade Department.

Posters issued by the War Trade Department and relating to the prohibition of the export—save to persons serving with H.M. Forces—of foodstuffs without licence by parcel post will shortly be distributed by the Controller, Post Office Stores Department. They should be prominently exhibited at all Head Offices, Branch Offices and Sub-Offices.

Leaflet—"Memorandum on the Workmen's Compensation Act, 1906."

The above leaflets have been withdrawn from sale. The notice in Post Office Circular of 9th July, 1907, is therefore cancelled. Existing stocks should be made waste.

Christmas Numbers.

The Christmas Numbers of the undermentioned registered newspapers are not transmissible at the newspaper rate of postage. Any copies prepaid at that rate should be charged in accordance with the regulations:—

Dublin Evening Mail.

Hull News.

*Irish Catholic (with Calendar enclosed).

*Our Dogs.

Popular Science Siftings (Science Siftings Annual).

Western Independent.

Yorkshire Observer Budget.

The Numbers marked * are not transmissible by Magazine Post to Canada and Newfoundland.

POSTAL DRAFTS.**Drafts for payment of Wages of Absentees.**

The attention of Head Postmasters, Superintending Engineers, &c., at whose offices this system is under trial, is called to the following points:—

(a) As the paid Drafts are required as vouchers for the payments claimed in the Accounts great inconvenience is caused in cases where the Drafts are not presented expeditiously for payment. When, therefore, notice is received from the Accountant General that a Draft is outstanding the Payee should be asked to cash the Draft at once, and to cash similar drafts in future at a Post Office as soon as possible after receipt. (Postal Drafts are not negotiable, and should not be passed from hand to hand or cashed through tradesmen, &c.).

(b) Postal Drafts should not be used otherwise than for the payment of Wages without authority from Headquarters.

(c) The name of the Officer in respect of whose pay the Draft is issued should be indicated on the Wages sheet in all cases.

(d) A separate Advice List should be furnished in respect of the Drafts charged in each Account, i.e. an Advice List should not contain the details of Drafts charged in more than one Account.

(e) When a deduction from pay is necessary in respect of National Health Insurance, the Postal Draft should be made out for the net amount payable and the Card should be stamped by the Postmaster (*vide* last paragraph Rule 12 of the Instructions relating to the National Insurance Act).

Sub-Offices—Change of Address.

The Egham S.O. (S), Surrey will be converted to a Scale Payment Town Sub-Office on the 1st January, 1918, and the address changed as follows:—

FROM Egham, Surrey TO Egham, Staines

Character of Office.
T Ex., M.T.

The circulation for correspondence and telegrams will be to Staines.

The address of the undermentioned Sub-Office has been changed:—

FROM Englefield Green, Surrey TO Englefield Green, Staines

Character of Office.
M.

ROYAL ENGINEERS (SIGNAL SERVICE).

Proposed establishment of Cadet Companies.

It is proposed, by arrangement with the Director of Army Signals (Home Defence), to form Cadet Companies in London of Boy Clerks in Government Departments and of the sons of members of the Post Office Staff, if sufficient numbers are forthcoming, and to train the boys in order that, when they reach military age, they may be drafted into the Royal Engineers (Signal Service) as Telegraphists.

The limits of age will be 16 to 17½ years.

It is proposed to attach the Companies to a Cadet Battalion with which the boys will get the necessary military training.

Applications to join the Companies by Boy Clerks in the Post Office service and by members of the Post Office staff as regards their sons should be made before the 7th January next to—

The Secretary (Traffic Section),

Room 17/3rd Floor, G.P.O. (North), E.C. 1.

APPOINTMENTS.

Mr. A. Bell, Postmaster of Cambridge, to be Postmaster of York.

Mr. G. Sumners, Assistant Superintendent, Class I, Bromley, to be Salaried Sub-Postmaster of Wallington S.O., Sutton.

VACANCY.

POSTMASTER OF CAMBRIDGE.—Salary, £586 a year (including the appropriate allowance for Insurance and Telephone work).

Candidates may offer themselves, through their superior officers, not later than the 2nd of January.

The special attention of candidates is called to the rule which, in the case of vacancies or promotions, strictly prohibits them from applying except through their immediate superior officers. (See Staff Rules, Rule 28.)

The object of this regulation is to maintain the principle that promotion should be made solely with a view to the efficiency of the service, and on an impartial comparison of the qualifications of the candidates. In fairness to all the candidates it is not considered just that any one of them should be permitted to secure influential outside support which is not available for his competitors.

Any candidate who infringes this regulation renders himself liable to disqualification for appointment, and, in certain circumstances, to severer penalties.

Temporary Indoor Officers.

Experienced Female Temporary Telegraphists are required in the Central Telegraph Office.

Third class personal locomotion expenses are allowed.

Full particulars can be obtained from the Controller, Central Telegraph Office, London, E.C. 1.

Candidates should apply through the usual official channels.

Stamp obliterating machines, Provision of special dies "Buy National War Bonds Now."

New obliterating dies bearing the words "Buy National War Bonds Now" are being issued by the Stores Department for use with electric and hand-driven stamping machines, and arrangements should be made to have them brought into use as soon as possible. Postmasters concerned should at once get into touch with the Superintending Engineers with a view to having the dies fitted at the earliest possible moment.

It is desired that the words "Buy National War Bonds Now" should not appear on letters for prisoners of war abroad; and so far as practicable such letters, which are of course usually unpaid, should be picked out before being passed through the obliterating machine. Where this cannot be done without serious inconvenience, or if any letters for prisoners of war are passed through the machine by inadvertence, no attempt need be made to remove or obliterate the impression. Any measures of this kind which may be necessary will be taken in London.

All letters for places abroad should be date-stamped with an ordinary date-stamp at any office where it is the practice to separate foreign from inland letters before obliteration.

Sub-Office—Change of Address.

FROM
Newport, Fife TO
Newport, Dundee Character of Office.
Correspondence should circulate as for Dundee by all Mails. T Ex., M.T.

Missending of postal packets addressed to Thornhill.

Postal packets addressed to Thornhill and intended for the post town of that name in Dumfriesshire are reported frequently to be missent to one or other of the Sub-Offices named Thornhill. The attention of all officers concerned should be drawn to the correct circulation for Thornhill.

LICENCES.

TO POSTMASTERS AND SUB-POSTMASTERS IN CHARGE OF MONEY ORDER OFFICES
THROUGHOUT THE UNITED KINGDOM.

It seems desirable at this period of the year to remind Postmasters and Sub-Postmasters of the necessity for seeing that all Officers dealing with the issue of Licences are fully conversant with the rules relating to such business generally. The special attention of Head Postmasters is directed to Rules 71 to 77, Part II., and 126 and 127, Part III., and of Sub-Postmasters to Rules 447 to 457 and 460 in the Appendix to the Rules for Sub-Postmasters.

TO POSTMASTERS AND SUB-POSTMASTERS IN CHARGE OF MONEY ORDER OFFICES
IN ENGLAND AND WALES.Carriage and Motor Car Licence Duty for the Year 1917 tendered at Post Offices
after the 31st December, 1917.

It should be noted that, after the 31st instant, Carriage, Hackney Carriage, Motor Car or Hackney Motor Car Licences must on no account be issued in respect of duty proper to the year 1917, and persons wishing to pay such duty should be informed accordingly. The money tendered should however be accepted and a receipt for it should be given.

When the duty is accepted at a Head Office the amount should be charged separately in the Cash Account as "Licence duty for 1917," the entry being made immediately above the line proper to Scheduled Licences. The undermentioned particulars should in all cases be entered on the back of the Cash Account:—

The name and address of the person and the amount received.

The description of licence duty, i.e., whether in respect of private Carriages or Motors, or Hackney Carriages or Motors.

The number of the Car in the case of Motor Car or Hackney Motor Car duty.

Similar particulars should be furnished on the weekly Licence return (Form Postmasters No. 128).

When the duty is accepted at a Sub-Office the Sub-Postmaster should forward a Service Money Order for the amount to his Head Postmaster with a statement that it represents private Carriage, Hackney Carriage, private Motor Car or Hackney Motor Car duty in respect of 1917 paid by Mr. , of ; and the number of the Car should be stated when Motor Car or Hackney Motor Car duty is remitted. The Head Postmaster should then bring the money to account as directed above.

It should be clearly understood that the foregoing instructions apply only to licence duty for the year 1917. Licences for the year 1918 should of course be issued on application.

TO POSTMASTERS AND SUB-POSTMASTERS IN CHARGE OF MONEY ORDER OFFICES
IN ENGLAND AND WALES, AND SCOTLAND.

Issue of a Dog Licence in the joint names of two persons.

An application at a Post Office in England or Wales for the issue of a Dog Licence in the joint names of two persons should not be complied with unless the written consent of the Local Authority concerned has been obtained by the applicant and is produced.

In Scotland any applicant for a Dog Licence in the joint names of two persons should be referred to the Local Customs and Excise Officer.

A Dog Licence must not be issued in the joint names of any applicant and any person or persons appointed by him to act as executors in the event of his decease.

Foreign and Colonial Parcel Post.

On page 66 of the current edition of the Post Office Guide, after paragraph 3, the following should be inserted:—

"In addition there are various other articles which are now prohibited by Royal Proclamation from exportation from the United Kingdom except under the authority of a licence.

Particulars of these articles and any information respecting them can be obtained from the Secretary, War Trade Department, 4, Central Buildings, Westminster, S.W. 1."

All Counter Officers should carefully note this addition to the general Postal rules on Prohibited Articles.

Supplement to Post Office Guide—July, 1917.

The following corrections should be made in working copies of the April, 1917, issue of the Post Office Guide as read in conjunction with the amendments shown in the July Supplement:—

(Page 642) Serbia:—Col. 1 before "Serbia" insert the sign "†".

(Page 724) (See also page 60 of the Supplement) Cash on Delivery Service with Egypt, including Sudan:—

Insert "Erkowit" after "Eliri" in the footnote A at the bottom of page 724.

FOREIGN AND COLONIAL MONEY ORDER SERVICE.

Alterations in Rates of Conversion.

The rates shown below should be substituted for those shown in the special statement issued with the Post Office Circular of the 2nd of January, 1917:—

Country.	Rate for Orders payable abroad.	Rate for Orders payable in the United Kingdom.
Denmark, Farøe Islands and Iceland	16 kroner 50 öre.
France and Algeria, French Colonies ...	27 francs 10 centimes	27 francs 60 centimes.
Switzerland	22 francs 20 centimes	
Tunis	27 francs 10 centimes	

Loss of Pass Cards.

The Pass Cards, particulars of which follow, are missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting one of these cards or using it as a credential.

NAME.	NUMBER.	NAME.	NUMBER.
H. Key	E. 7218	A. Thatcher	E. 2273
F. Ray	E. 8347	H. Crickmore	E. 10694

